HRSA EHB USER GUIDE

Noncompeting Continuation (NCC) Progress Report (for Generic Grants)

User Guide for Grantees

Last updated on: 03/08/2011

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

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1. Introduction

1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help grantees complete NCC Progress Reports for their grant within HRSA Electronic Handbook (EHB). Progress Reports in EHBs consist of:

- Standard Information, (i.e., the SF-PPR forms and the budget related forms)
- Program-Specific Information

This user guide can be used to complete NCC Progress Report for any grant program, except Health Center Cluster Program (H80) grants supported by Bureau of Primary Health Care (BPHC). A separate user guide is available which instructs grantees to complete NCC Progress Report for H80 grants.

Depending on your program, your Progress Report may require you to fill out the following combinations of forms:

- SF-PPR forms, Budget Information forms, and Program-Specific Information forms
- SF-PPR forms, Performance Narrative, and Budget Information forms
- SF-PPR forms, and Program-Specific Information forms
- SF-PPR forms, and Performance Narrative

NOTE: None of the screens displayed in this user guide are for real grants.

1.2. Document Organization and Version Control

This document contains 4 sections apart from the Introduction. Following is the summary:

Section	Description
Before You Access a Progress Report	Provides information that grantees need to know before they initiate Progress Reports.
Completing the Progress Report in HRSA Electronic Handbooks	Describes the steps necessary to complete and submit the Progress Report in the Electronic Handbooks.
Customer Support Information	Provides contact information to address technical and programmatic questions.
FAQs	Provides answers to frequently asked questions by various categories.

Revision History

Date	Reason for change(s)	Author(s)
06/01/2010	Original document	REI - Ed Molin
06/10/2010	• Restructured document to 'work with' BPHC Progress Report User Guide • Included Budget Information section for H80 Progress Reports • Addressed initial HRSA comments	REI - Ed Molin
06/17/2010	Reformatted document for consistency purposes.	REI - Ed Molin
06/30/2010	• Changed date on cover page to reflect Revision History date • Added Change Request section • Changed budget related screen shots for non-H80 programs	REI - Ed Molin
07/12/2010	• Copied appropriate sections of this document into 2 new documents (for H80 Grants and for non H80 Grants)	REI - Ed Molin
03/08/2011	• Changed Budget Info sections to reflect new Budget Details forms displaying remaining Budget Periods	REI - Ed Molin

2. Before You Access a Progress Report

In order to initiate your Progress Report, you will have to access the HRSA Electronic Handbooks (EHBs). To do this, you must register within the EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information, and allow for the unique identification of each system user. Note that **registration within HRSA EHBs is required only once for each user regardless of the organizations they represent.**

If you already have a user account, you do not need to create another account. **Do not create duplicate user accounts.** If you are a new grantee organization user, you need to complete the following two steps to get appropriate access:

1. Individual users from an organization who participate in the grants process must create individual accounts in the system. To get registration guidance, go to https://grants.hrsa.gov/webexternal/home.asp and click Registration in the left side menu.
2. The user must then associate their account with the specific grantee organization. While searching for your organization, use your 10 digit grant number from box 4b of the NGA. If you recently received a grant from HRSA and have not registered before, this step will be applicable to you. Note that EHBs offers these roles – Project Director, Authorizing Official, Business Official and an Other Employee role. To work on and submit the progress report within the EHBs, please request the Project Director for the grant to assign you appropriate access (i.e. Edit Noncompeting Continuation, Submit Noncompeting Continuation).

For detailed steps on registration information, see *HRSA's Electronic Submission User Guide* (http://www.hrsa.gov/grants/userguide.htm).

For assistance in registering with HRSA EHBs, call 877-GO4-HRSA (877-464-4772) or 301-998-7373 between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov.

3. Completing the Progress Report in HRSA Electronic Handbooks

The next step is to complete your Progress Report in the HRSA Electronic Handbook (HRSA EHB).

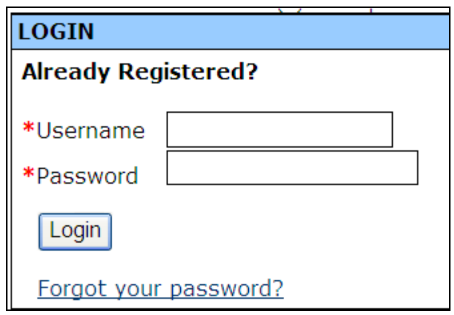
Users new to the EHBs should be mindful that the system times-out after 30 minutes of inactivity. Some forms may take a long time to complete. Users should ensure that they save their work at frequent intervals.

3.1. Login and Access the Progress Report

3.1.1 Logging In to the HRSA Electronic Handbooks

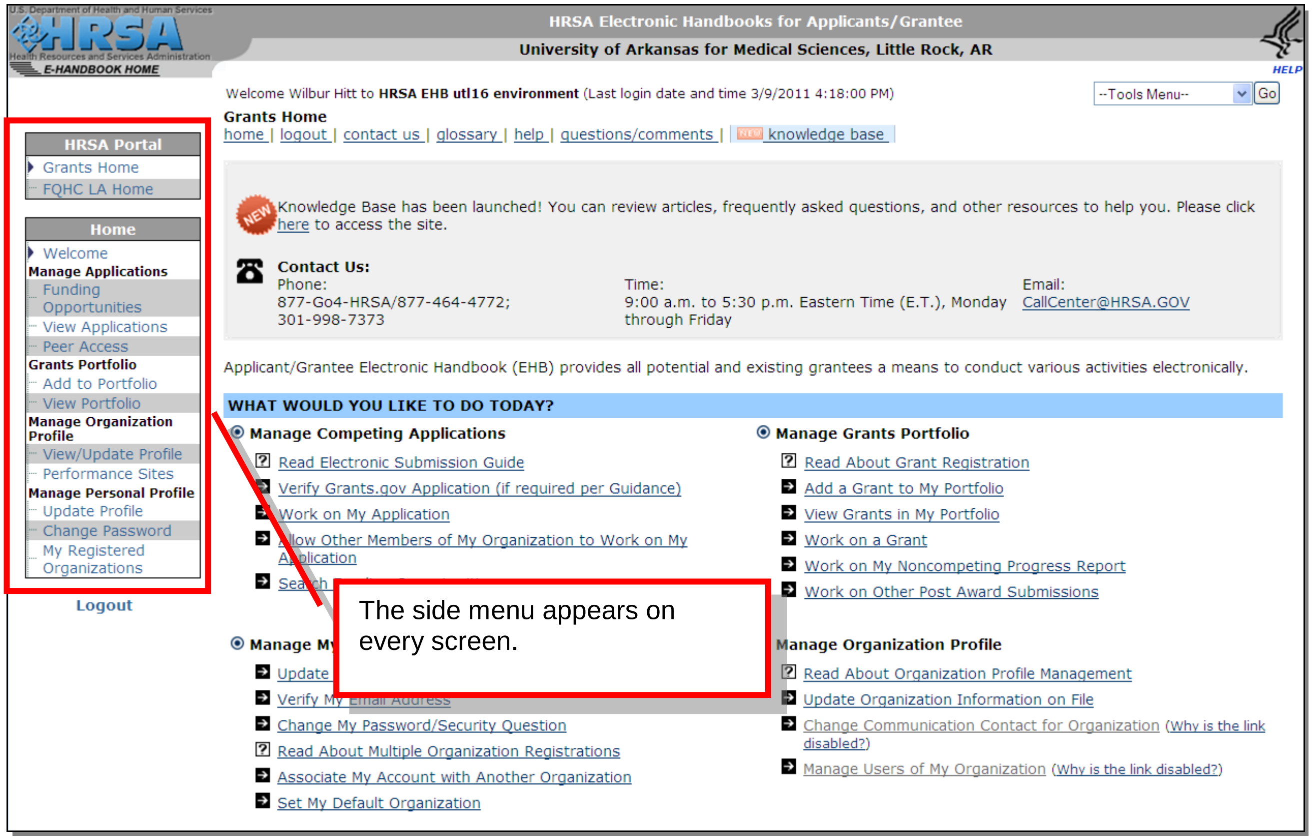
1. Point your browser to https://grants.hrsa.gov/webexternal/login.asp.
2. Enter your username and password.

Figure 1: Added alt text to fig 14



3. Click Login.
4. The **'HRSA EHB Home** (**Welcome)' Page** (Figure 2) opens.

Figure 2: 'HRSA EHB Home (Welcome)' Page



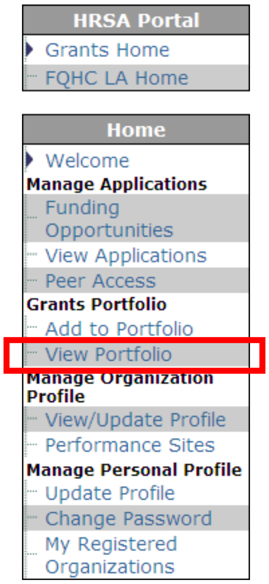
Depending on your program, your 'HRSA EHB Home (Welcome)' Page may appear differently, and may not contain all the left side menu items listed in this figure.

3.1.2 Accessing the Progress Report

Users who are accessing a progress report should follow these steps:

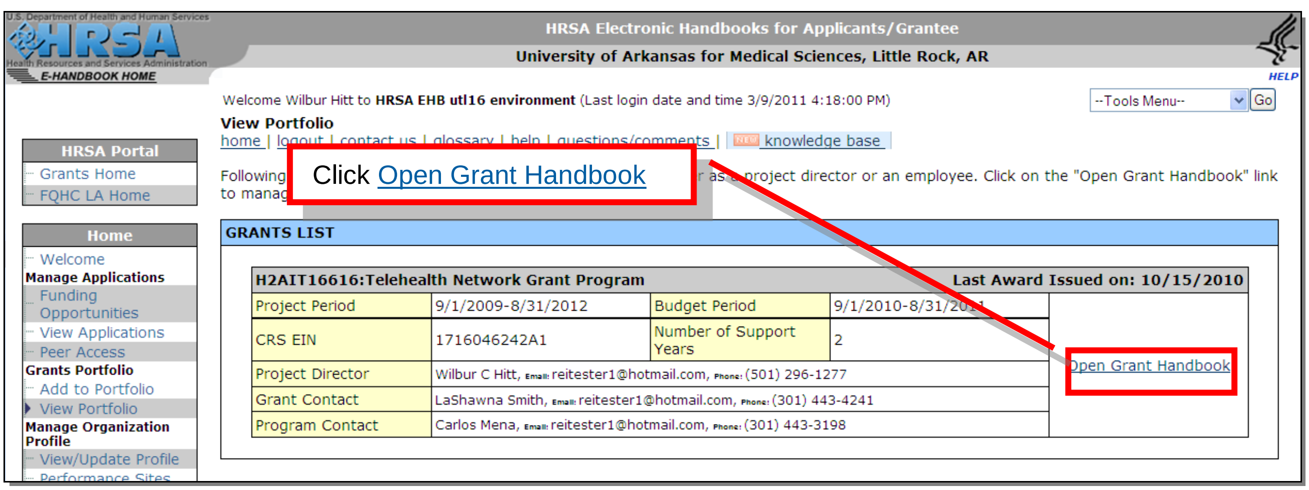
1. On the '**HRSA EHB Home (Welcome)' Page**, click the View Portfolio link under the **Grants Portfolio** heading on the left side menu (Figure 3).

Figure 3: Sample Left Side Menu on 'HRSA EHB Home (Welcome)' Page



2. The **View Portfolio Page** (Figure 4) will be displayed.
3. Choose the appropriate grant record and click the Open Grant Handbook link.

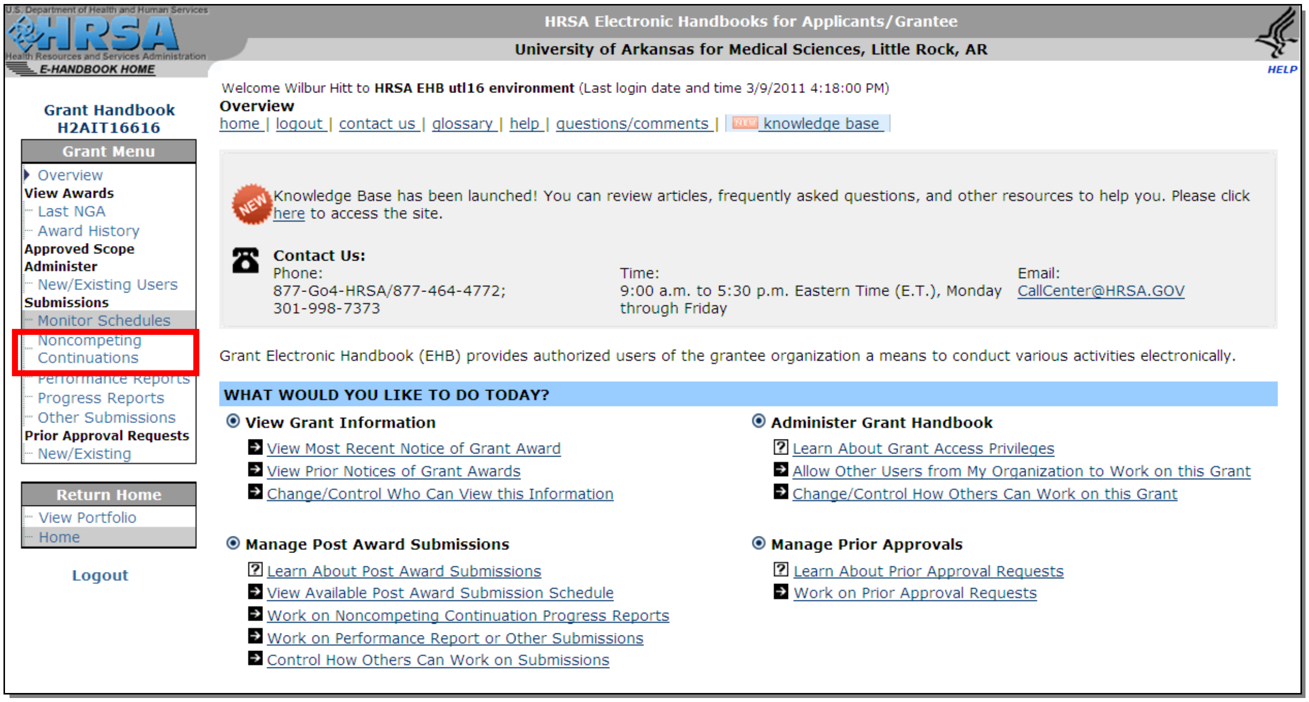
Figure 4: View Portfolio Page



4. The '**Welcome Page' for the Grant Handbook** (Figure 5) corresponding to the link you clicked will be displayed.

   Note that the screen contains a different left side menu than it did before.

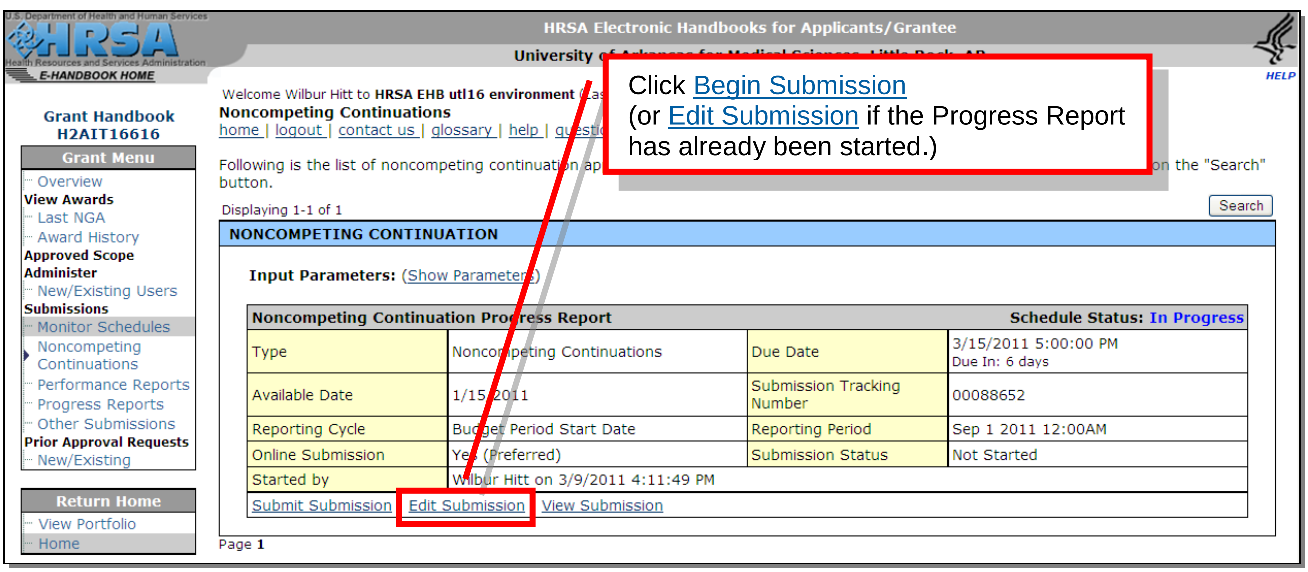
Figure 5: 'Welcome Page' for the Grant Handbook



Depending on your program, your 'Welcome Page' for the Grant Handbook may appear differently, and may not contain all the left side menu items listed in this figure.

5. Click the Noncompeting Continuations link under the **Submissions** heading on the left side menu.
6. The **Noncompeting Continuations Page** will be displayed.

Figure 6: Noncompeting Continuations Page



7. Click the Begin Submission (or Edit Submission) link corresponding to the progress report that you want to enter.

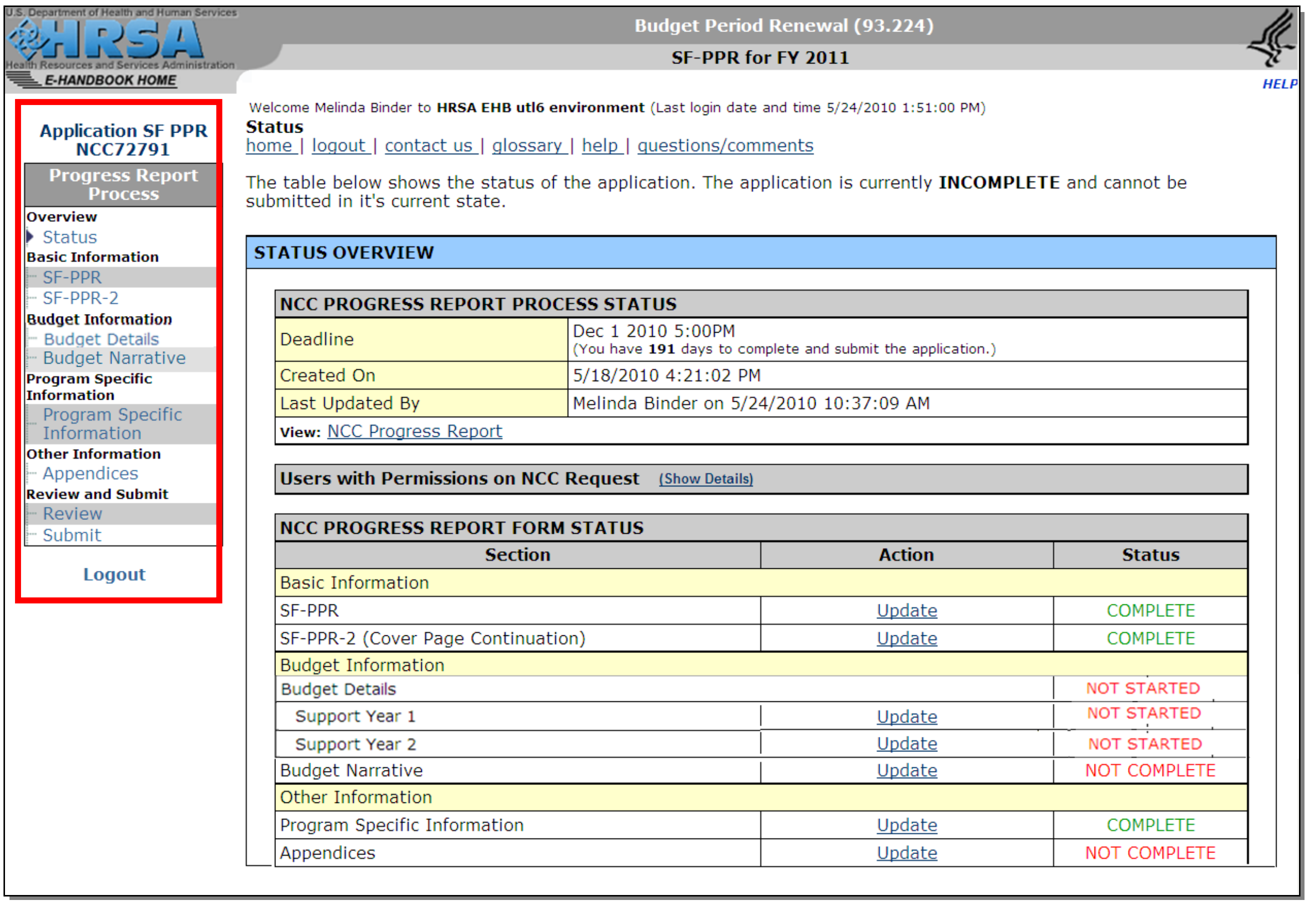
Once a progress report has been started, the <u>Begin Submission</u> link will change to <u>Edit Submission</u>.

8. The **Status Page (for Progress Report)** will be displayed.

Note that the screen contains a different left side menu than it did before. Use this left menu to navigate through the progress report.

Depending on your program, you may see one of the types of **Status Page (for Progress Report)** screens listed below (Figure 7, Figure 8, Figure 9, Figure 10).

Figure 7: Status Page (for Progress Report) - SF-PPR Forms, Budget Information Forms, and Program-Specific Information Forms



U.S. Department of Health and Human Services HRSA Health Resources and Services Administration
E-HANDBOOK HOME

Budget Period Renewal (93.224)
SF-PPR for FY 2011
HELP

Application SF PPR NCC72791
Progress Report Process
Overview
Status
Basic Information
SF-PPR
SF-PPR-2
Budget Information
Budget Details
Budget Narrative
Program Specific Information
Program Specific Information
Other Information
Appendices
Review and Submit
Review
Submit
Logout

Welcome Melinda Binder to **HRSA EHB utl6 environment** (Last login date and time 5/24/2010 1:51:00 PM)
Status
home | logout | contact us | glossary | help | questions/comments

The table below shows the status of the application. The application is currently **INCOMPLETE** and cannot be submitted in it's current state.

STATUS OVERVIEW

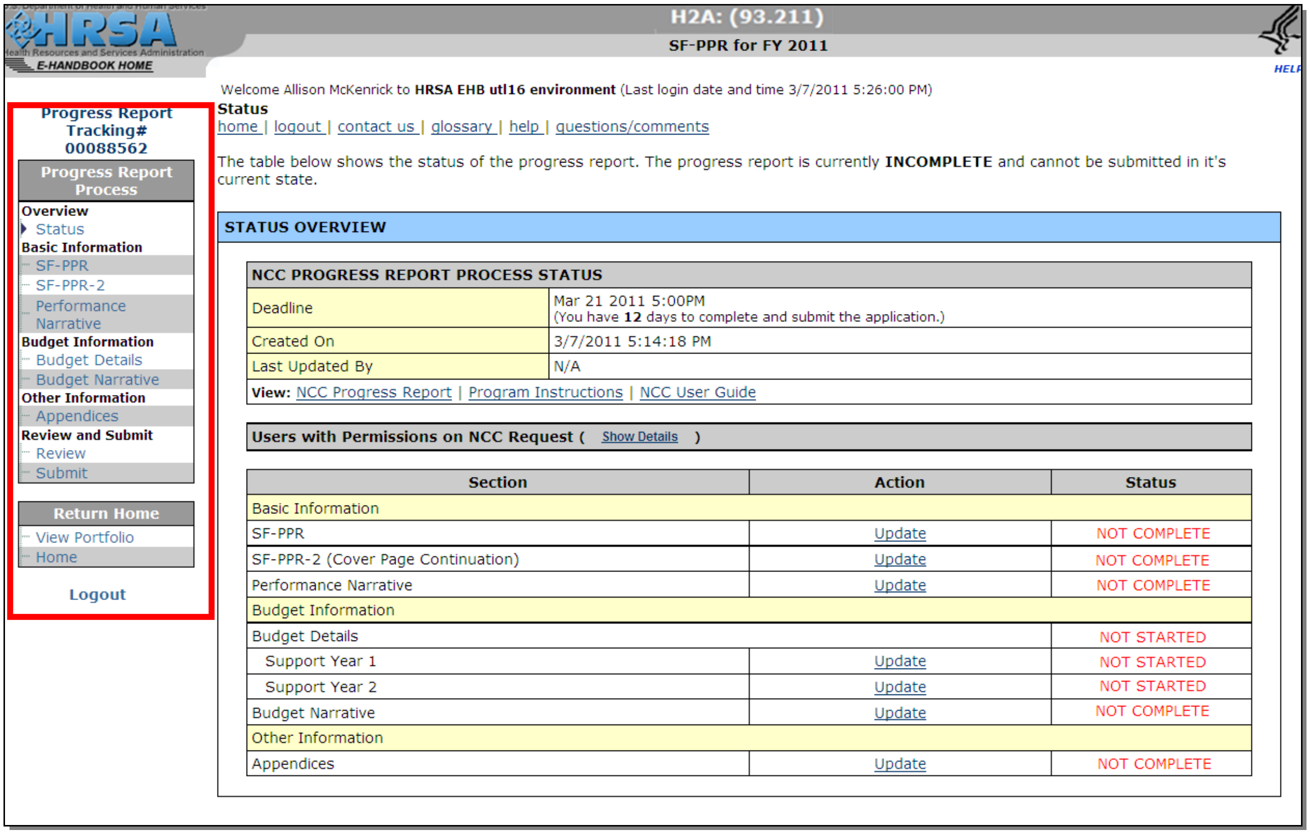
NCC PROGRESS REPORT PROCESS STATUS	
Deadline	Dec 1 2010 5:00PM (You have **191** days to complete and submit the application.)
Created On	5/18/2010 4:21:02 PM
Last Updated By	Melinda Binder on 5/24/2010 10:37:09 AM
View: NCC Progress Report	

Users with Permissions on NCC Request (Show Details)

NCC PROGRESS REPORT FORM STATUS

Section	Action	Status
Basic Information		
SF-PPR	Update	COMPLETE
SF-PPR-2 (Cover Page Continuation)	Update	COMPLETE
Budget Information		
Budget Details		NOT STARTED
Support Year 1	Update	NOT STARTED
Support Year 2	Update	NOT STARTED
Budget Narrative	Update	NOT COMPLETE
Other Information		
Program Specific Information	Update	COMPLETE
Appendices	Update	NOT COMPLETE

Figure 8: Status Page (for Progress Report) - SF-PPR Forms, Performance Narrative, and Budget Information Forms



HRSA
E-HANDBOOK HOME

H2A: (93.211)

SF-PPR for FY 2011

HELP

Progress Report Tracking# 00088562

Progress Report Process

Overview
- Status

Basic Information
- SF-PPR
- SF-PPR-2
- Performance Narrative

Budget Information
- Budget Details
- Budget Narrative

Other Information
- Appendices

Review and Submit
- Review
- Submit

Return Home
- View Portfolio
- Home

Logout

Welcome Allison McKenrick to **HRSA EHB utl16 environment** (Last login date and time 3/7/2011 5:26:00 PM)

Status

home | logout | contact us | glossary | help | questions/comments

The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in it's current state.

STATUS OVERVIEW

NCC PROGRESS REPORT PROCESS STATUS	
Deadline	Mar 21 2011 5:00PM (You have **12** days to complete and submit the application.)
Created On	3/7/2011 5:14:18 PM
Last Updated By	N/A
View: NCC Progress Report | Program Instructions | NCC User Guide	

Users with Permissions on NCC Request (Show Details)

Section	Action	Status
Basic Information		
SF-PPR	Update	NOT COMPLETE
SF-PPR-2 (Cover Page Continuation)	Update	NOT COMPLETE
Performance Narrative	Update	NOT COMPLETE
Budget Information		
Budget Details		NOT STARTED
Support Year 1	Update	NOT STARTED
Support Year 2	Update	NOT STARTED
Budget Narrative	Update	NOT COMPLETE
Other Information		
Appendices	Update	NOT COMPLETE

Figure 9: Status Page (for Progress Report) - SF-PPR Forms, and Program Specific Information

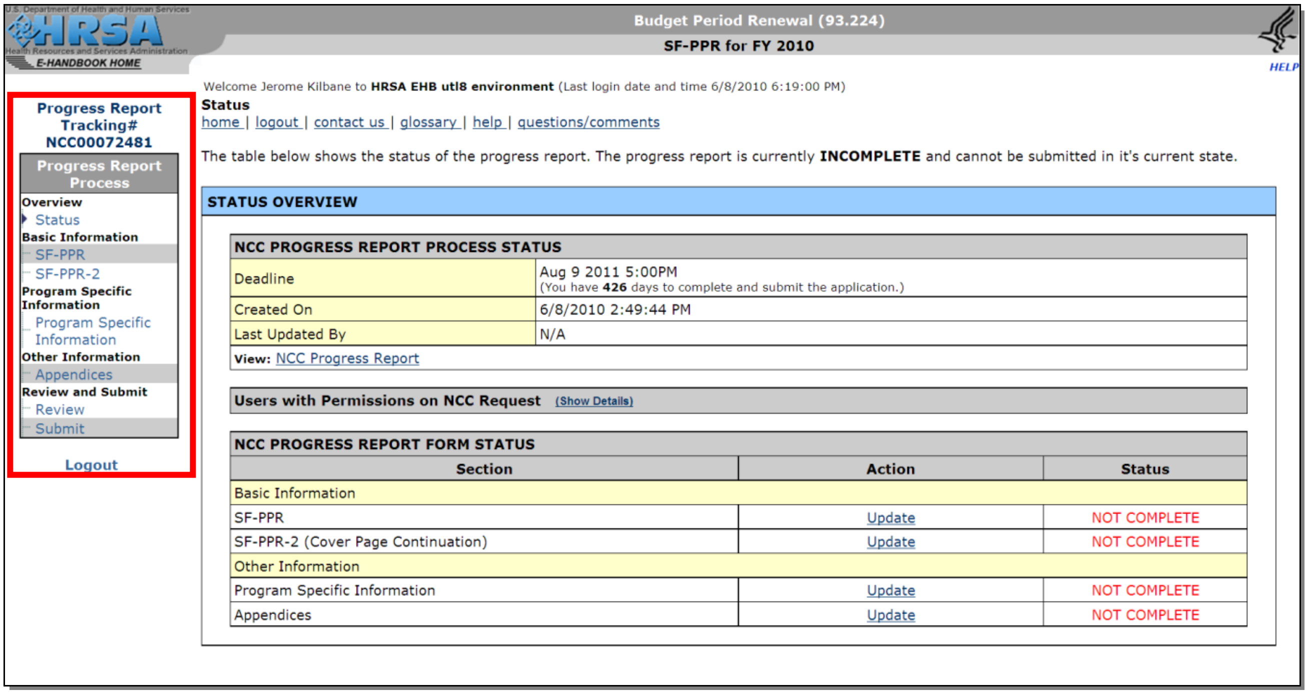
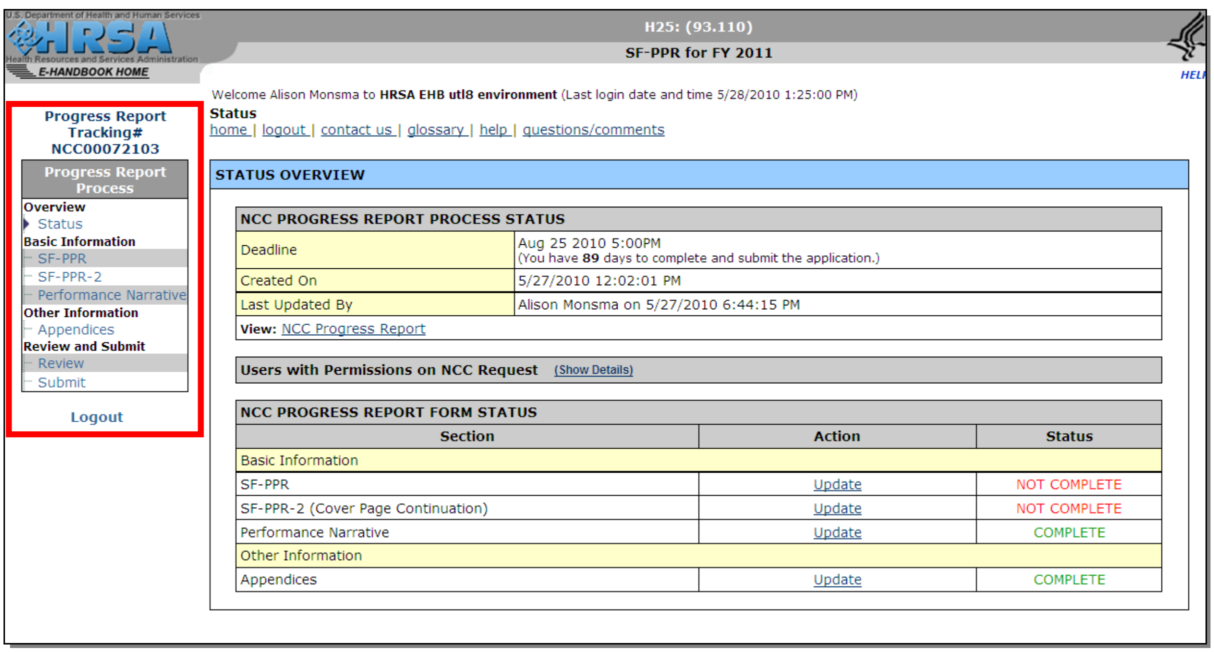


Figure 10: Status Page (for Progress Report) - SF-PPR Forms, and Performance Narrative

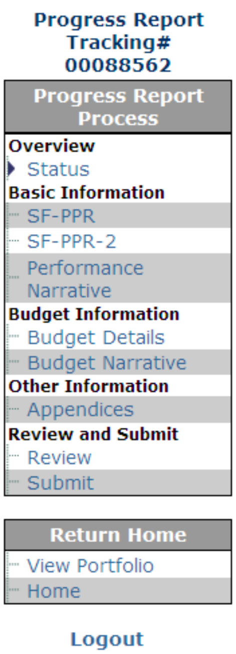


9. Click the Update link for the section you want to enter or revise.
   ►The corresponding page will be displayed.
10. ***If** your program's Progress Report contains Program Specific Information.* click the Update link next to Program Specific Information, to enter or revise any of the program specific forms,
   ►The **Status Page (for Program Specific Information)** will be displayed (not shown).

Depending on the type of grant program, there may NOT be a section for Program Specific Information. In this case, instead of completing the Program Specific Information, a Performance Narrative will need to be uploaded as part of the progress report.

3.1.3 Navigating within the Progress Report

Figure 11: Side Menu in Grantee Handbook



A navigation menu (Figure 11) appears on the left side of every screen in the Electronic Handbook. Use this menu to access the various pages of your Progress Report.

- To access the program specific information forms (if the progress report contains them), click the Program Specific Information link. (Note that when you are on Program Specific Forms, there is a different side menu.)

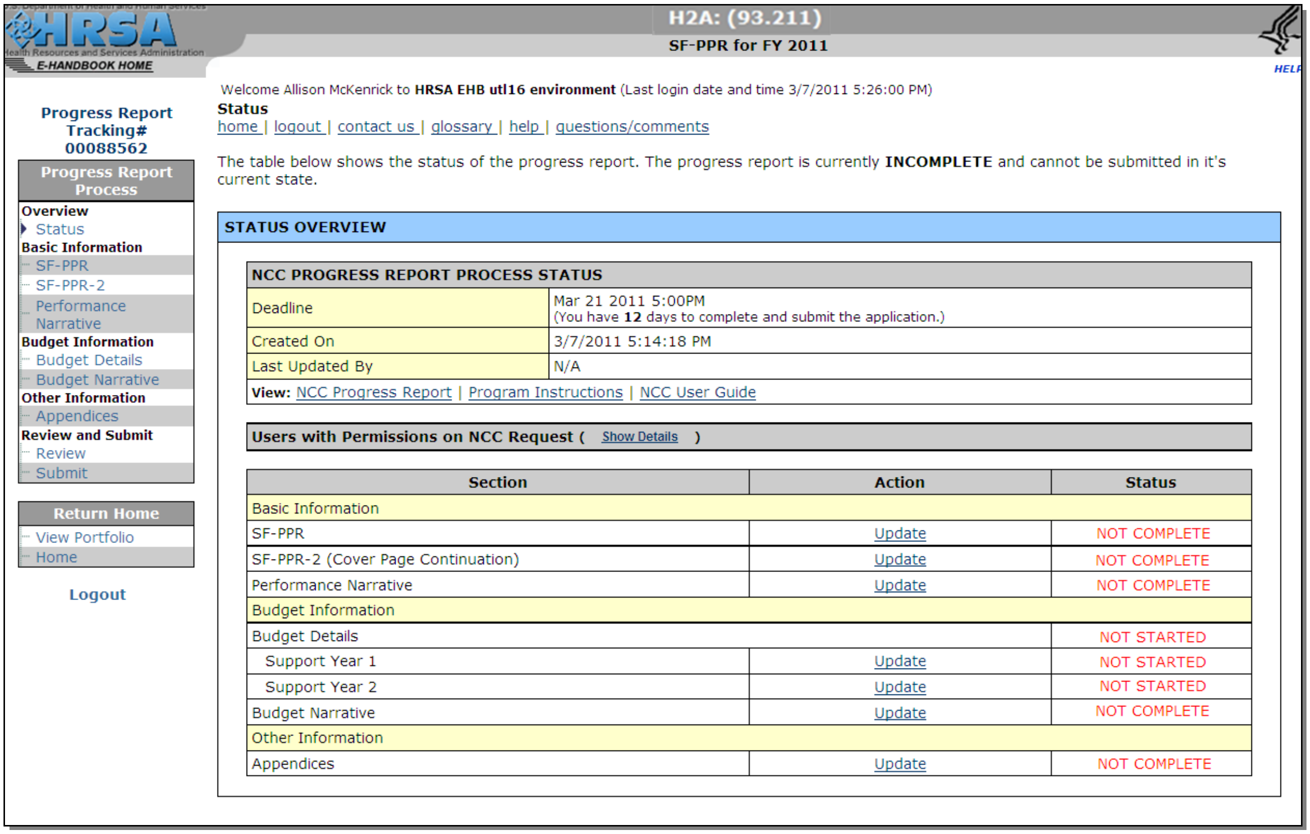
You can always go to the Status page to check your progress toward completing your *entire* submission: (There is a separate Status page for *Program Specific Information* forms, if the grant requires them.)

- Click Status under **Overview** to go to the **Status Overview Page for the Entire Progress Report** (Figure 35).

3.2. Standard Forms (SF-PPR)

After you open your Progress Report, the first screen that appears is the **Status Page (for Progress Report)**, showing the various sections of overall SF-PPR.

Figure 12: SAMPLE Status Page (for Progress Report)



NCC PROGRESS REPORT PROCESS STATUS	
Deadline	Mar 21 2011 5:00PM (You have 12 days to complete and submit the application.)
Created On	3/7/2011 5:14:18 PM
Last Updated By	N/A
View: NCC Progress Report | Program Instructions | NCC User Guide	

Users with Permissions on NCC Request (Show Details)

Section	Action	Status
Basic Information		
SF-PPR	Update	NOT COMPLETE
SF-PPR-2 (Cover Page Continuation)	Update	NOT COMPLETE
Performance Narrative	Update	NOT COMPLETE
Budget Information		
Budget Details		NOT STARTED
Support Year 1	Update	NOT STARTED
Support Year 2	Update	NOT STARTED
Budget Narrative	Update	NOT COMPLETE
Other Information		
Appendices	Update	NOT COMPLETE

The **Status Page (for Progress Report)** shows the status of each standard form (i.e., the SF-PPR forms) and budget form, as well as the summary status of *all the* Program Specific Information. You cannot submit your Progress Report until all forms in all sections are complete.

> **Your session will remain active for 30 minutes since your last activity. Please save your work every 5 minutes to avoid unexpected behavior.**

Within the **NCC PROGRESS REPORT FORM STATUS** Table, click the Update link to open the corresponding form.

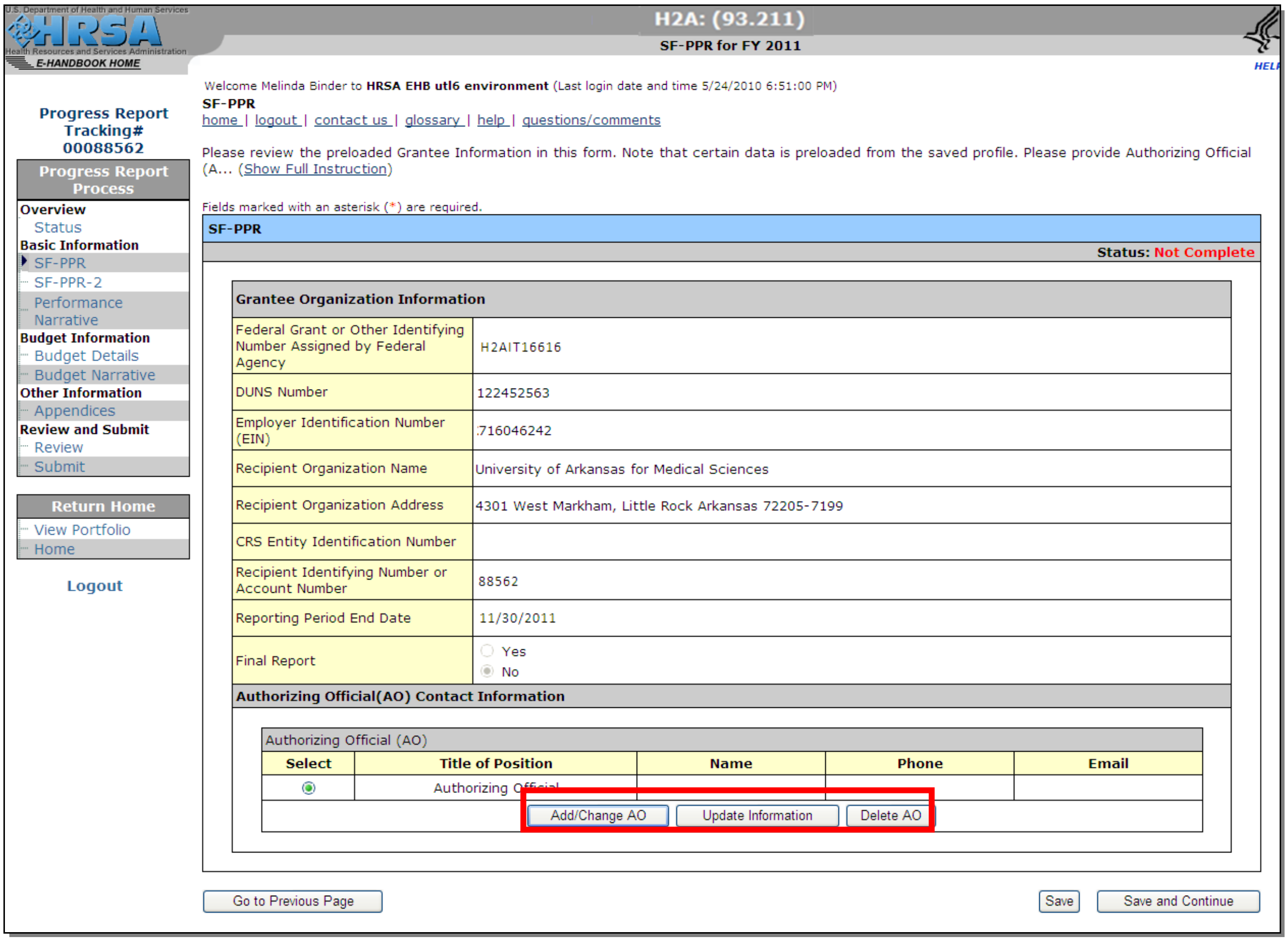
> **NOTE: For the purpose of this document, the left-side menu will be used to access each form.**
>
> **However, as noted above, you can access any SF-PPR or budget form by returning to the Status Page (for Progress Report), and clicking its Update link.**

3.2.1 Basic Information: SF-PPR

The **SF-PPR Form** contains basic information about your grantee organization and is the cover page for the progress report. By default, the information will be pre-populated from the information in the application which started the last budget period, including the Authorizing Official(s) designated for the grant.

Click SF-PPR on the Progress Report left side menu to access the **SF-PPR Form** (Figure 13).

Figure 13: SF-PPR Form



You can perform the following functions on the screen:

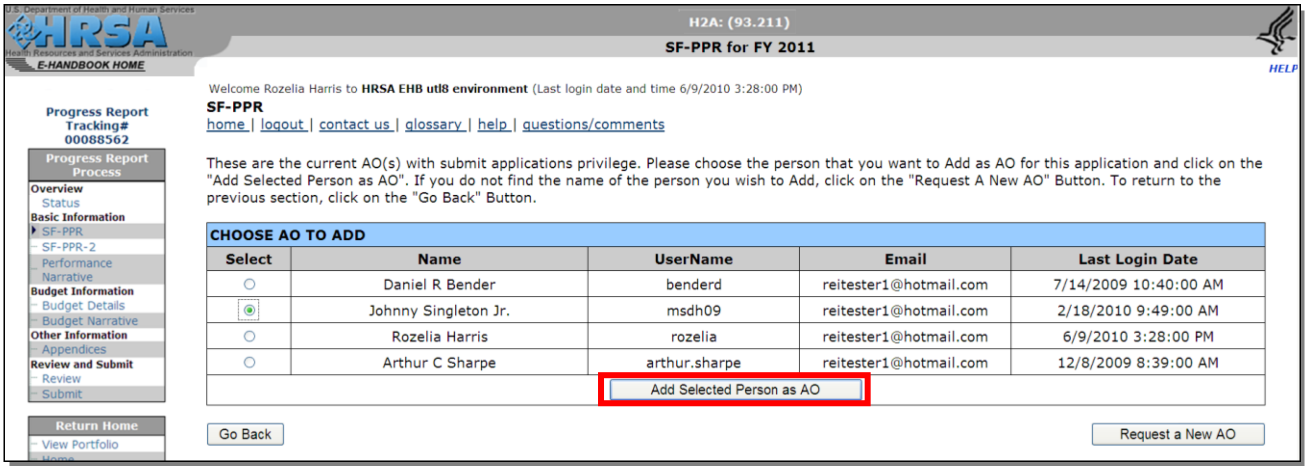
Options:

- ❖ CHANGE selected Authorizing Official (below)
- ❖ ADD an AO (on page 19)
- ❖ UPDATE the AO information (on page 20)
- ❖ DELETE an AO (on page 20)`

❖ To CHANGE the selected Authorizing Official,

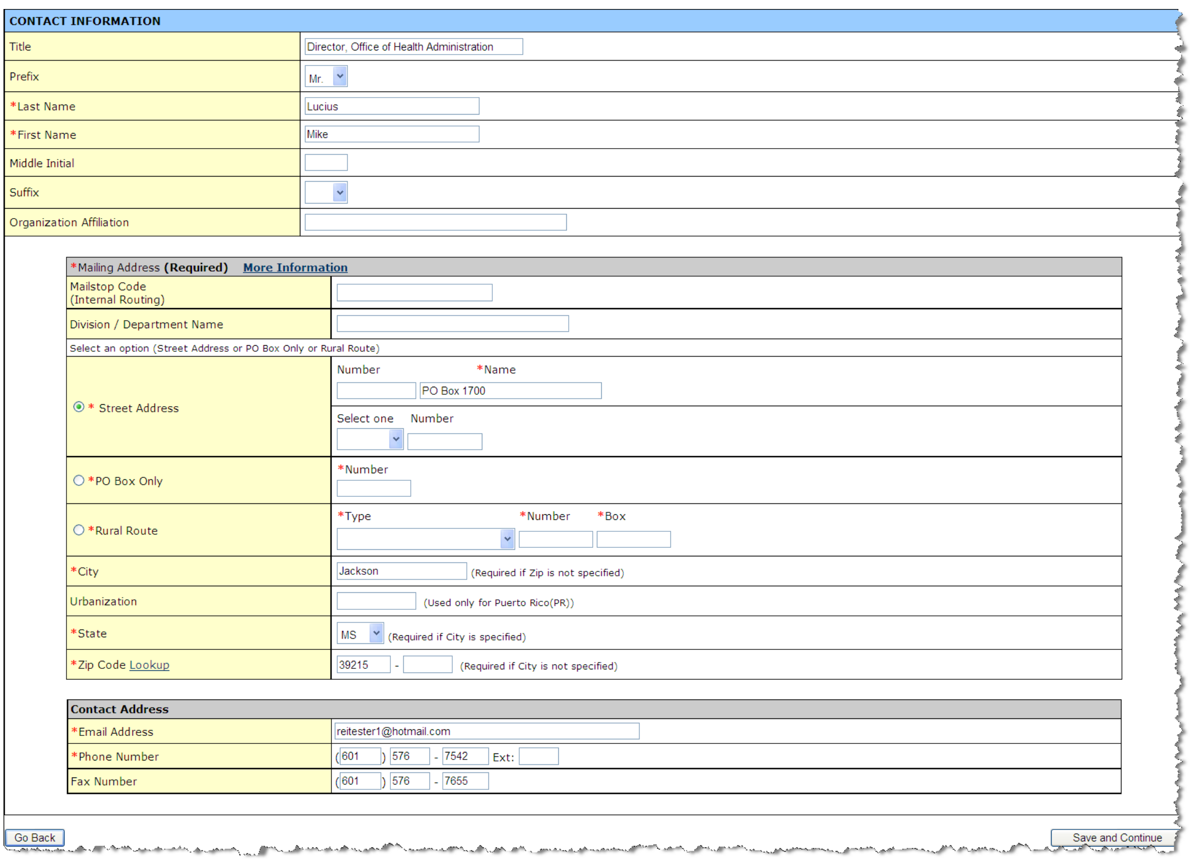
1. Select an AO and click Add/Change AO.
   ►The **SF-PPR Add Authorizing Official Form** (Figure 14) will be displayed, and will be populated with all the AO's registered for the grant.

Figure 14: SF-PPR Add Authorizing Official Form



2. Select the user to be designated as the AO, if more than one user is listed.
3. Click Add Selected Person as AO .
   ►The **SF-PPR Contact Information Page** (Figure 15) will be displayed for the selected user, listing the current contact information.

Figure 15: SF-PPR Contact Information Page (for existing HRSA user)



4. Verify and revise the contact information, as necessary.
   Fields marked with an asterisk (*) are required.

5. Click Save and Continue to save your information and return to the **SF-PPR form** (Figure 13)

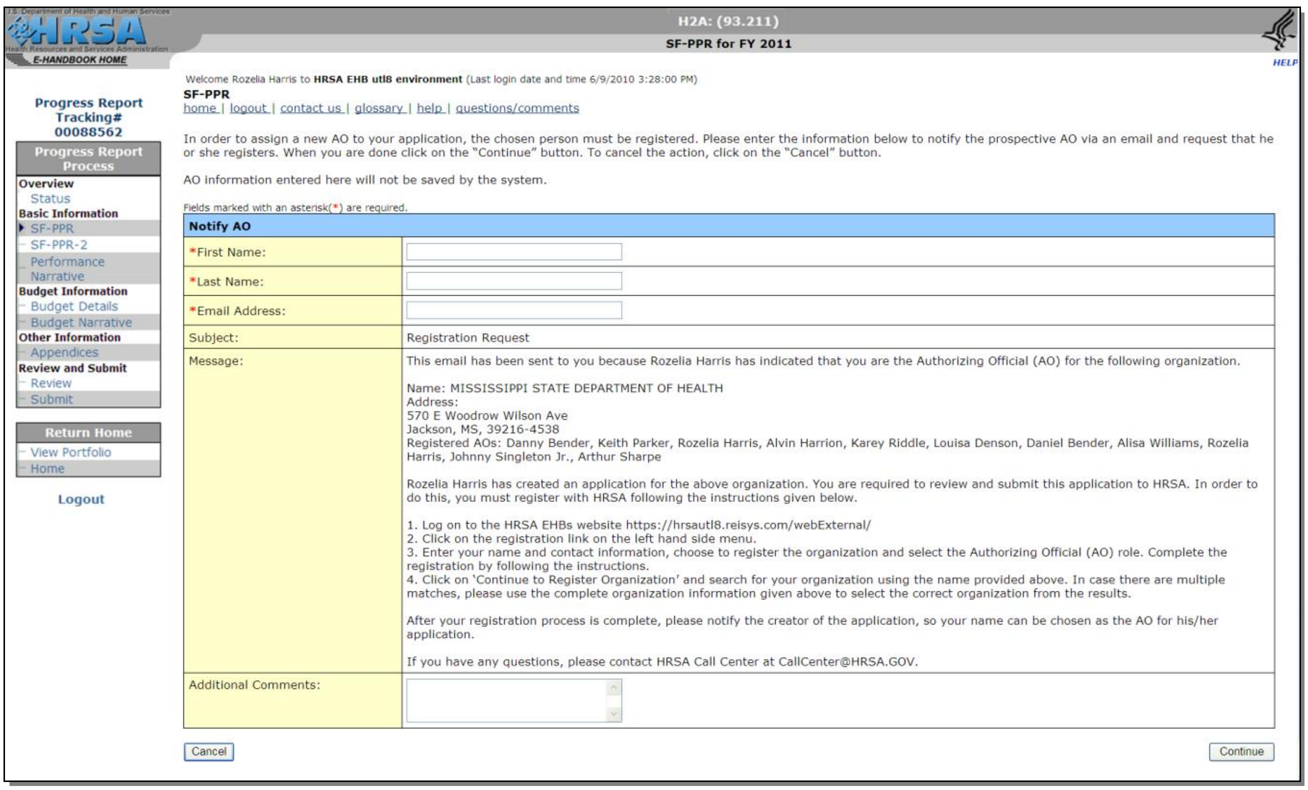
   The user that you added will be listed as the Authorizing Official.

❖ To ADD an AO,

1. Click Add/Change AO.
   ►The **SF-PPR Add Authorizing Official Form** (Figure 14) will be displayed.

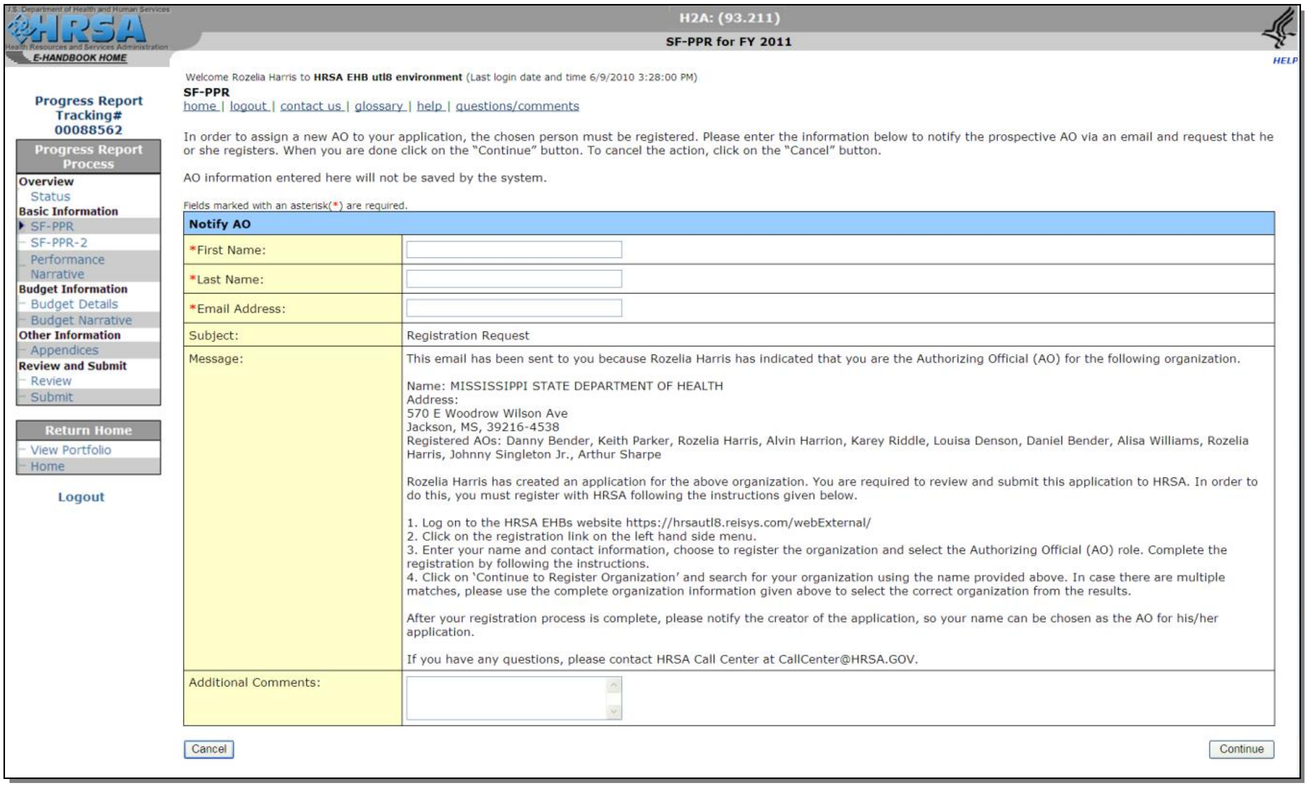
2. Click Request a New AO.
   ►The **Notify AO Page** (Figure 16) will be displayed, to allow you to enter name and email address information into a pre-formatted email, requesting the HRSA employee to register in the HRSA EHB.

Figure 16: Notify AO Page



3. Complete the form, and click Continue.
   ►The **Notify AO Confirmation Page** will be displayed (Figure 17).

Figure 17: Notify AO Confirmation Page



4. Click Continue.
   ►You will be returned to the **SF-PPR Form** (Figure 13).

5. The email displayed in the **Notify AO Confirmation Page** (Figure 17) will be sent, requesting the HRSA employee to register in the HRSA EHB.

> **After the HRSA employee registers within the EHB, you must return to the SF-PPR Form (Figure 13) and click Add/Change AO to display the SF-PPR Add Authorizing Official Form (Figure 14). The HRSA employee will now be listed on the screen to allow you to select him/her as an AO.**

❖ To UPDATE the AO information,

1. Select an AO and click Update Information.
   ►The **SF-PPR Contact Information Page** (Figure 15) will be displayed, listing the user's current contact information.

2. Verify and revise the contact information, as necessary.

3. Click Save and Continue to save your information and return to the **SF-PPR Form** (Figure 13).

❖ To DELETE an AO,

1. Select an Authorizing Official and click Delete AO.
   ►You will be returned to the **SF-PPR Form** (Figure 13).

   The AO that you deleted will not be listed under the **Name** column. (However it will still be listed in the **SF-PPR Add Authorizing Official Form** (Figure 14)**.**

❖ If you are satisfied with the information on the **SF-PPR Form** (Figure 13), click Save and Continue to save your work and proceed to the next form.

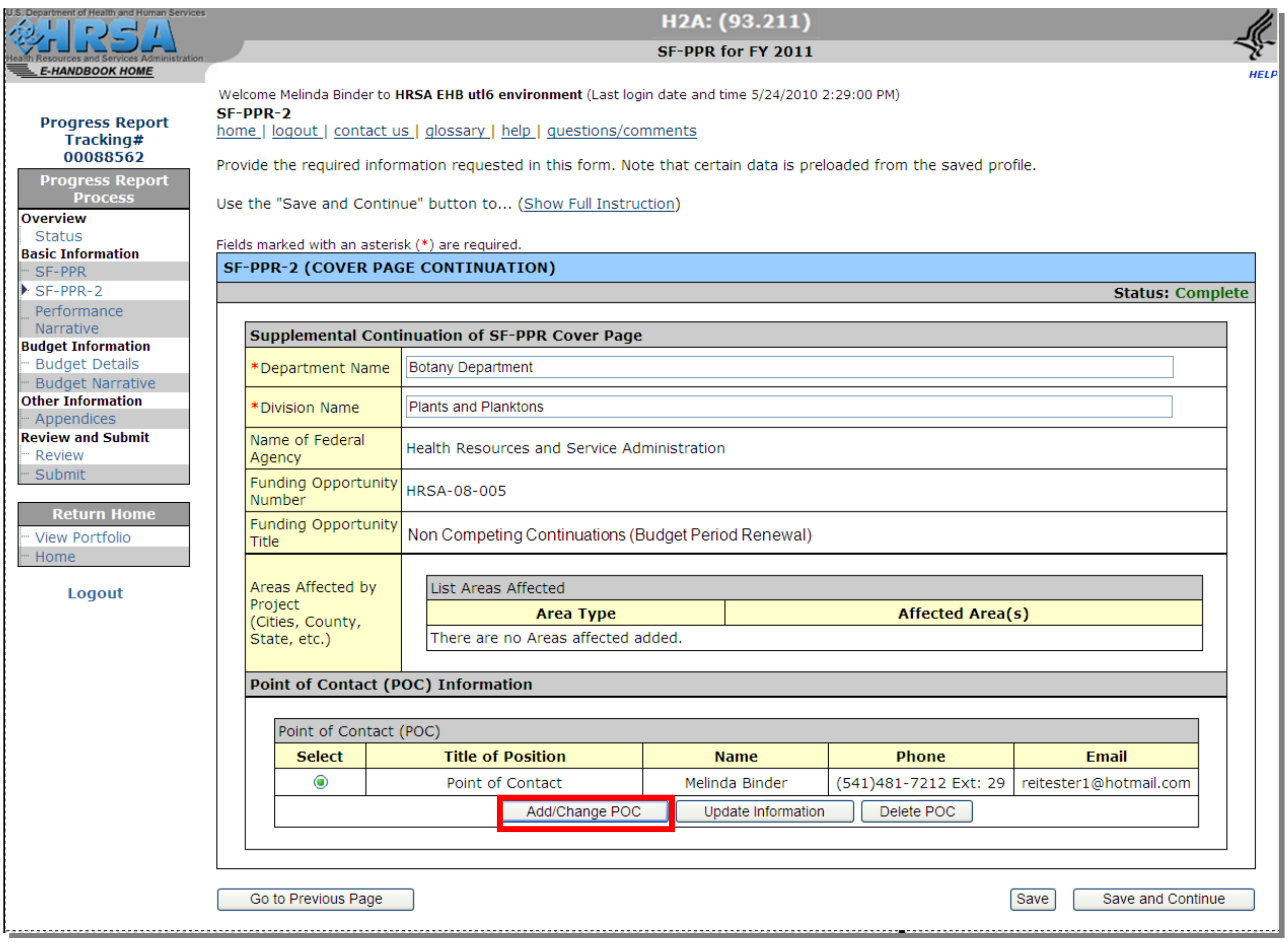
3.2.2 Basic Information: SF-PPR-2

The **SF-PPR-2 Form** contains information about the grant for which you are creating / updating the progress report, and is a continuation of SF-PPR form.

Click SF-PPR-2 on the Progress Report left side menu to access the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18), if it is not already displayed.

- **By default, the information will be pre-populated from the information in the application which started the last budget period. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.**
- **If a POC was not added in the application which initiated the last budget period, the system will list the Project Director (PD) , Business Official (BO), and Authorizing Official (AO) from the application, so that one of them can be selected as a POC (see Add/Change POC , on page 22).**
- **In addition, the system will pre-populate the list of areas affected from all the awarded applications in the last budget period.**

Figure 18: SF-PPR-2 (Cover Page Continuation) Form



Review the **Supplemental Continuation of the SF-PPR Cover Page**.
You can perform the following functions on the screen:

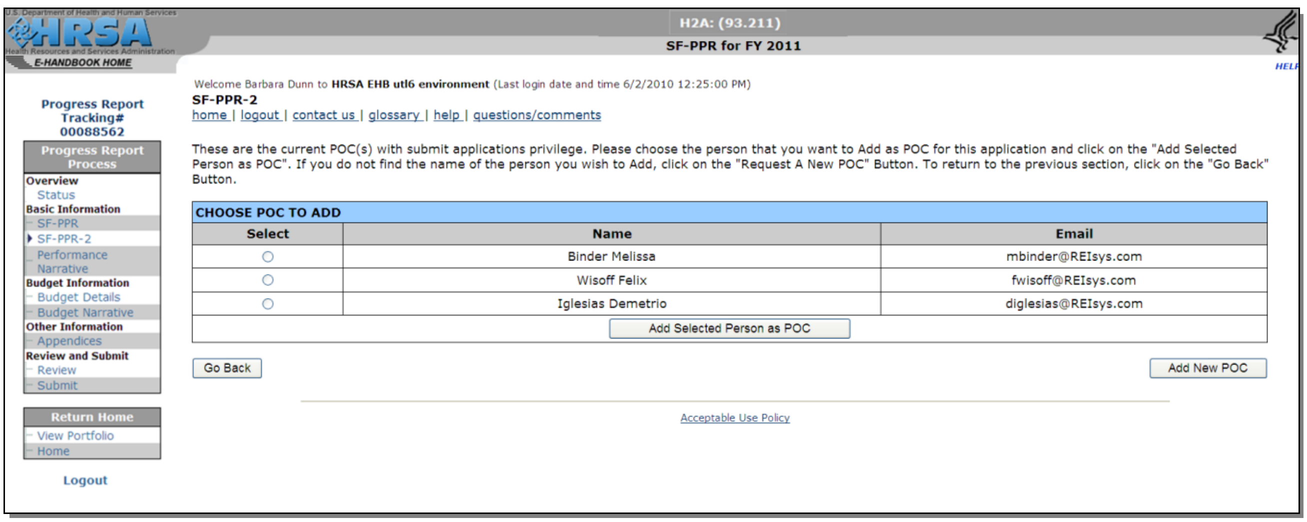
Options:

- MODIFY Department Name and/or Division Name (below)
- ADD or CHANGE Point of Contact (below)
- UPDATE POC information (on page 23)
- DELETE Point of Contact (on page 23)

- To MODIFY the Department Name and/or Division Name, replace the text in the text boxes.
- To ADD or CHANGE the Point of Contact,

1. Select a Point of Contact, and click Add/Change POC.
   ►The **SF-PPR Add Point of Contact Form** (Figure 19) will be displayed, and will be populated from the list of contacts proposed in the awarded application which started the last budget period.

Figure 19: SF-PPR Add Point of Contact Form



2. Select the person to be designated as the POC, if more than one user is listed.
3. Click Add Selected Person as POC .
   ►The **SF-PPR Contact Information Page** (Figure 15) will be displayed, listing the current contact information for the contact.

   If you click Add New POC, the SF-PPR Contact Information Page (Figure 15) will also be displayed. However, all the fields will be blank as you will need to provide the information for the new POC.

4. Verify and revise the contact information, as necessary.
5. Click Save and Continue to save your information and return to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18).

   The user that you added will be listed as a Point of Contact.

- To UPDATE the POC information,

  1. Select a POC and click Update Information.
     ►The **SF-PPR Contact Information Page** (Figure 15) will be displayed.
  2. Verify and revise the contact information, as necessary.
  3. Click Save and Continue to save your information and return to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18).

- To DELETE the Point of Contact,

  1. Select a Point of Contact, and click Delete POC.
     ►You will be returned to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18).

     The POC that you deleted will not be listed under the **Name** column

- If you are satisfied with the information on the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18), click Save and Continue to save your work and proceed to the next form.

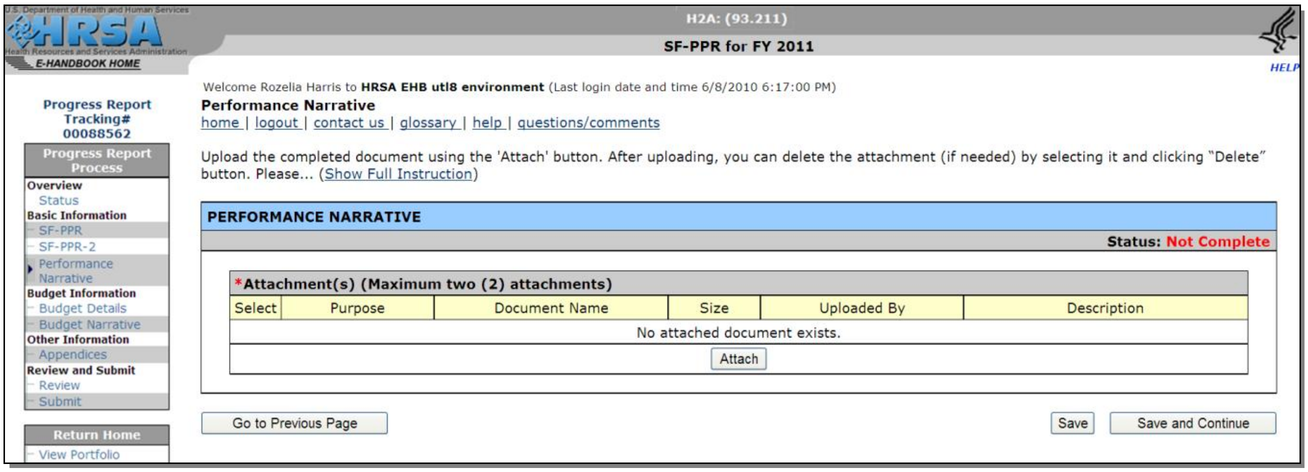
3.2.3 Performance Narrative

Depending on the type of grant program, there may not be a Performance Narrative section. (If the Progress Report has a Program Specific Information section, it will not contain a Performance Narrative section.)

The **Performance Narrative Form** allows you to attach up to two (2) documents describing your grant's performance for the period covered by the Progress Report.

Click Performance Narrative on the Progress Report left side menu to access the **Performance Narrative Form** (Figure 20), if it is not already displayed.

Figure 20: Performance Narrative Form



You can perform the following functions on this screen related to Performance Narrative documents:

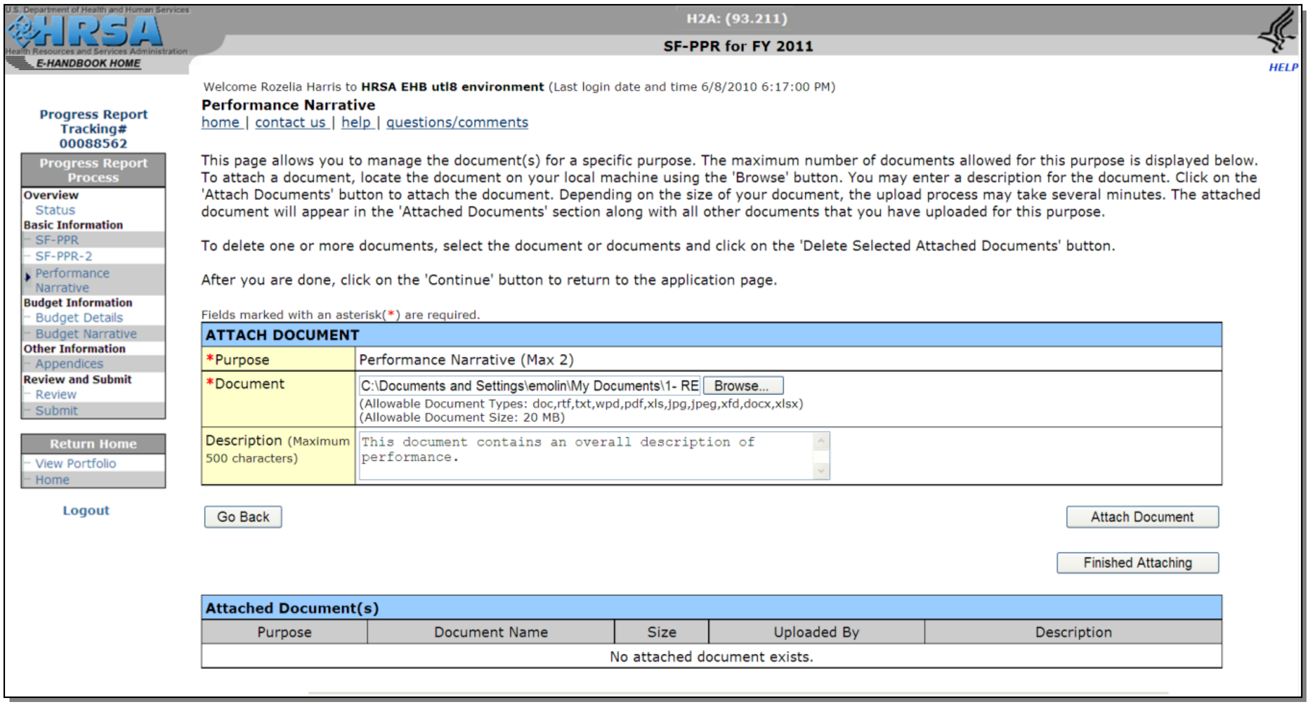
Options:

- ❖ ATTACH document (below)
- ❖ UPDATE document description (on page 26)
- ❖ DELETE document (on page 26)

❖ To ATTACH a performance narrative document,

1. Click Attach on the **Performance Narrative Form** (Figure 20) and follow the usual file browsing procedures to locate the document to be attached.
   ►The **Attach Document Page (for Performance Narrative)** (Figure 21) will be displayed.

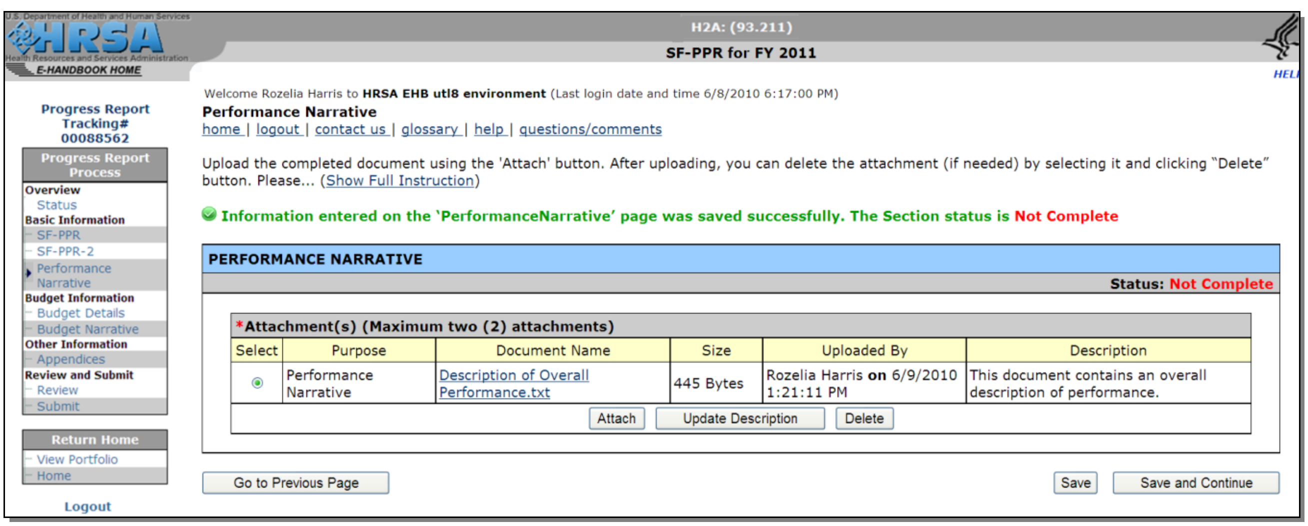
Figure 21: Attach Document Page (for Performance Narrative)



NOTE: This document is similar to the standard Attach Document Form, except that there is a field for you to enter a description of the document you are attaching.

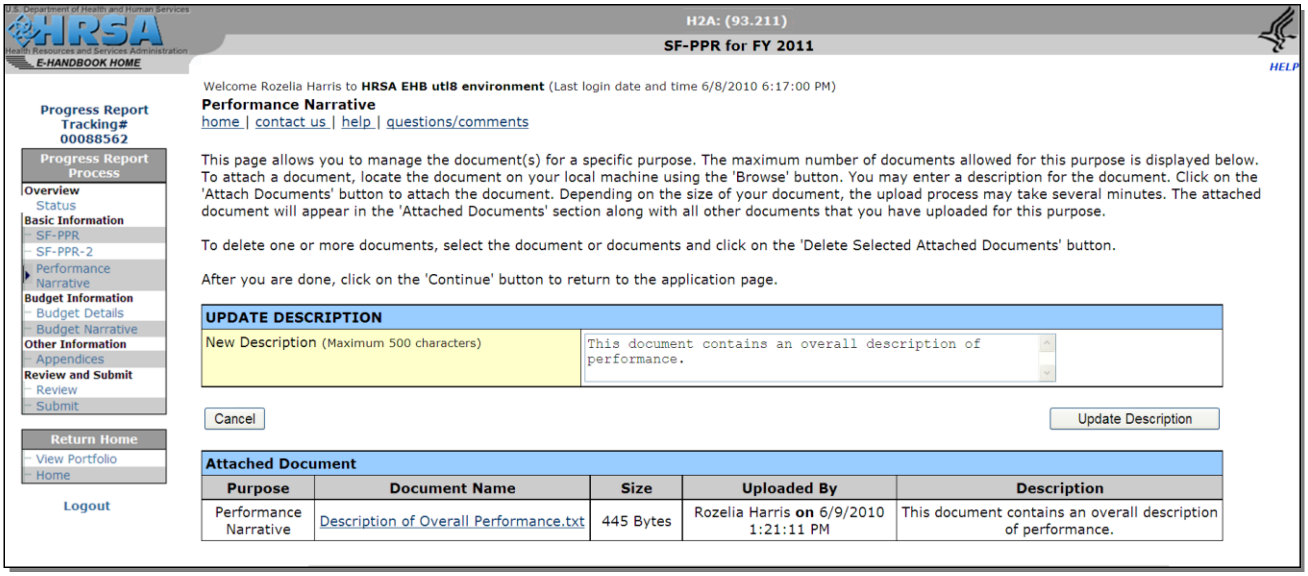
2. Optionally enter a description.
3. Follow the standard attachment procedures to attach the document.
4. After finishing the attachment procedures, the **Performance Narrative Form** will be re-displayed, with the attachment listed (Figure 22).

Figure 22: Performance Narrative Form (with Attachment Listed)



- To UPDATE the description of the document,
  1. Click Update Description on the **Performance Narrative Form (with Attachment Listed)** (Figure 22).
     ► The **Update Description Form (for Performance Narrative)** (Figure 23) will be displayed.

Figure 23: Update Description Form (for Performance Narrative)



  2. Modify the description, and click Update Description.
     ►You will be returned to the **Performance Narrative Form (with Attachment Listed)** (Figure 22). The description will reflect your change.

- To DELETE a document,
  1. Select the document to be deleted on the on the **Performance Narrative Form (with Attachment Listed)** (Figure 22).
  2. Click Delete.
     The **Delete Attachment Confirmation** screen (not shown) will be displayed.
  3. Click Confirm Delete.
     ►You will be returned to the **Performance Narrative Form (with Attachment Listed)** (Figure 22).

     The document you deleted will no longer be listed.

- If you are satisfied with the information on the **Performance Narrative Form (with Attachment Listed)** (Figure 22), click Save and Continue to save your work and proceed to the next form.

3.2.4 Budget Information

3.2.4.1 Budget Information: Budget Details

Depending on the type of grant program, there may not be any sections for Budget Information.

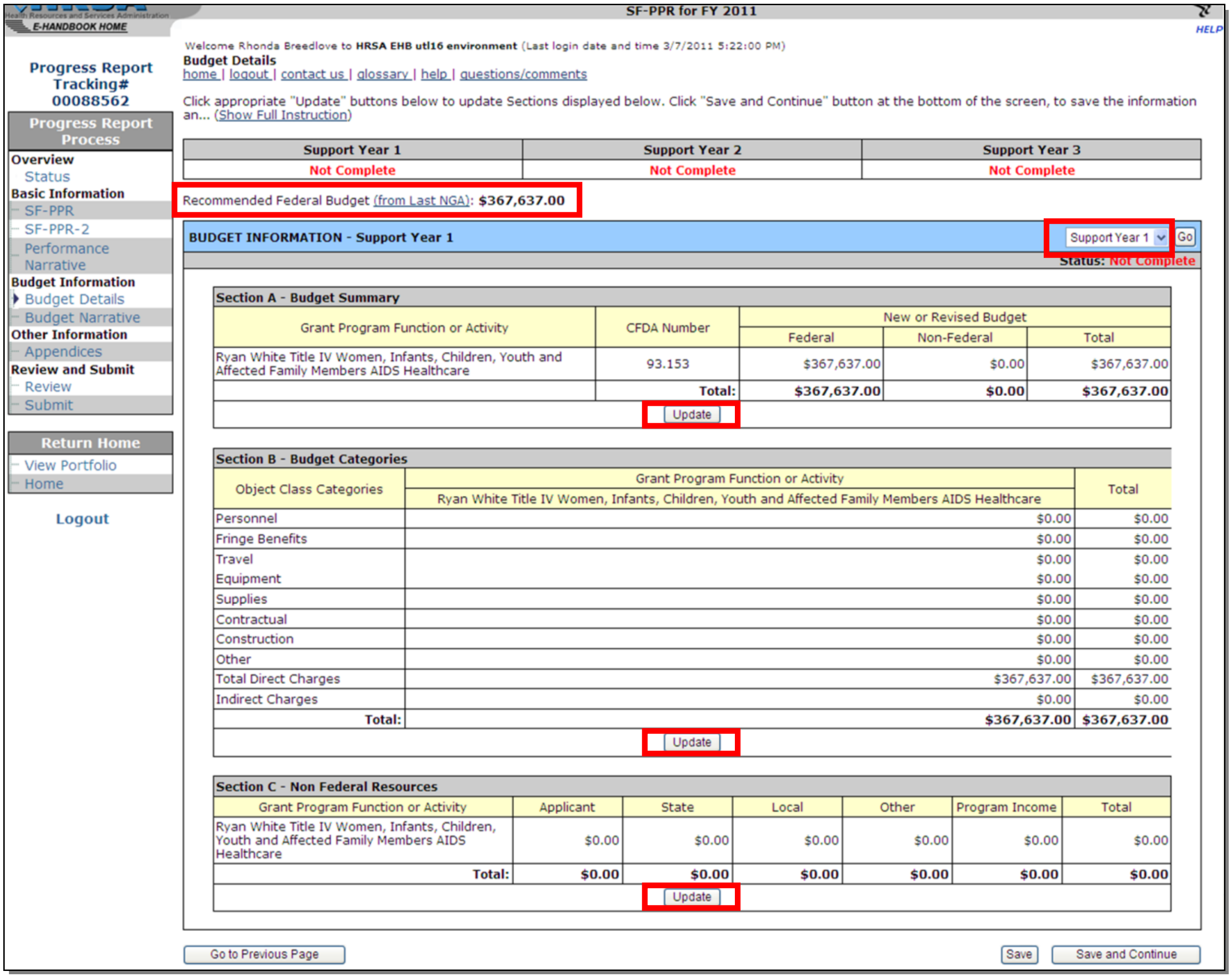
The **Budget Details Forms** allow users to specify the budget information for the remaining (i.e., future) Support Years of the grant. The **Budget Details Form** for each year consists of the following sections:

- Section A - Budget Summary
- Section B - Budget Categories
- Section C - Non Federal Resources

The Recommended Federal Budget portion of the total budget for each Support Year of the grant is pre-populated from Section 13 of the last Notice of Grant Award (NGA), which lists the recommended future federal funding support amounts. The federal portion of the budget for each Support Year cannot be updated to an amount that is different from the recommended amount in the last NGA.

Click Budget Details on the Progress Report left side menu to access the **Budget Details Form** for future Support Year 1 (Figure 24), if it is not already displayed.

Figure 24: Budget Details Form


SF-PPR for FY 2011

E-HANDBOOK HOME

HELP

Progress Report Tracking# 00088562

Progress Report Process
- Overview
  - Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
  - Performance Narrative
- Budget Information
  - Budget Details
  - Budget Narrative
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit

Return Home
- View Portfolio
- Home

Logout

Welcome Rhonda Breedlove to **HRSA EHB utl16 environment** (Last login date and time 3/7/2011 5:22:00 PM)

Budget Details

home | logout | contact us | glossary | help | questions/comments

Click appropriate "Update" buttons below to update Sections displayed below. Click "Save and Continue" button at the bottom of the screen, to save the information an... (Show Full Instruction)

Support Year 1	Support Year 2	Support Year 3
Not Complete	Not Complete	Not Complete

Recommended Federal Budget (from Last NGA): **$367,637.00**

BUDGET INFORMATION - Support Year 1 Support Year 1 Go

Status: Not Complete

Section A - Budget Summary

Grant Program Function or Activity	CFDA Number	New or Revised Budget		
		Federal	Non-Federal	Total
Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare	93.153	$367,637.00	$0.00	$367,637.00
	Total:	**$367,637.00**	**$0.00**	**$367,637.00**

Update

Section B - Budget Categories

Object Class Categories	Grant Program Function or Activity	Total
	Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare	
Personnel	$0.00	$0.00
Fringe Benefits	$0.00	$0.00
Travel	$0.00	$0.00
Equipment	$0.00	$0.00
Supplies	$0.00	$0.00
Contractual	$0.00	$0.00
Construction	$0.00	$0.00
Other	$0.00	$0.00
Total Direct Charges	$367,637.00	$367,637.00
Indirect Charges	$0.00	$0.00
Total:	**$367,637.00**	**$367,637.00**

Update

Section C - Non Federal Resources

Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total:	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Update

Go to Previous Page | Save | Save and Continue

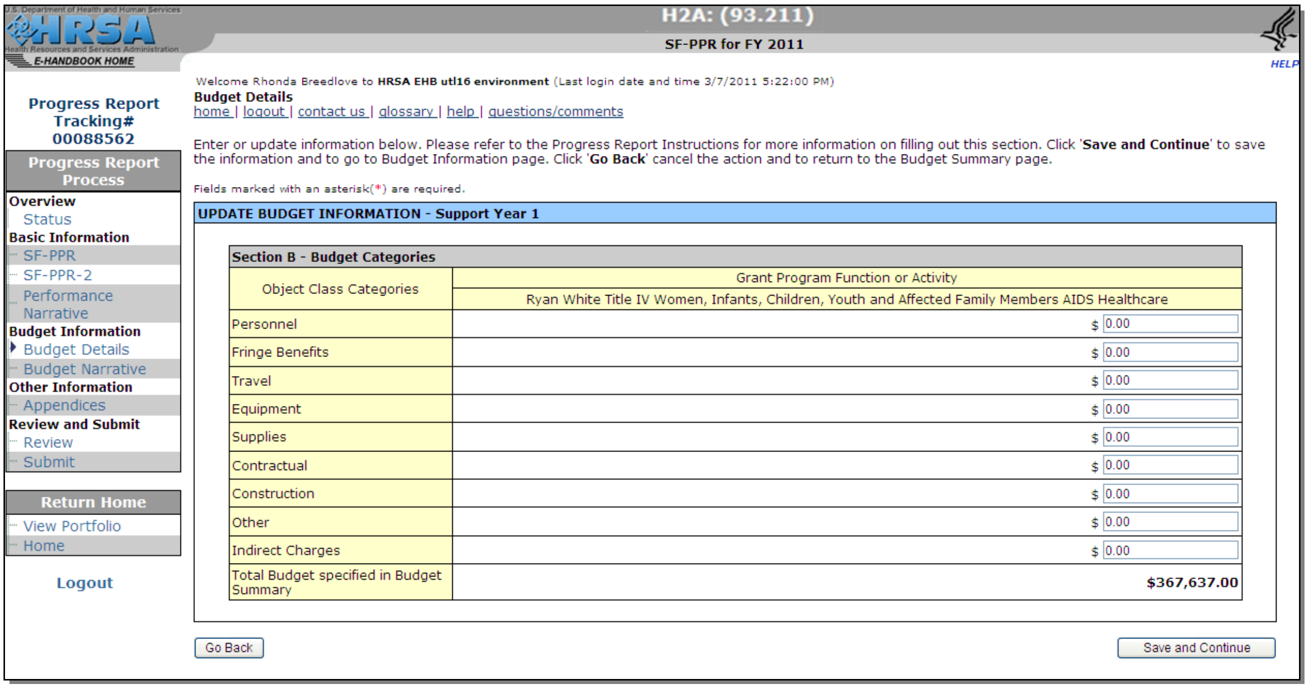
Rules to successfully complete the form for each Support Year:

* **The total of the individual Budget Object Class Categories in Section B (Budget Categories) must match the Total Budget specified in Section A (Budget Summary).**
* **The Federal Budget in Section A (Budget Summary) must match the Total in Section B (Budget Categories).**
* **The Non-Federal Budget in Section A (Budget Summary) must match the (Grand) Total in Section C (Non Federal Resources) for the FIRST Support Year.**
  * **You do not have to update Section C for any future Support Year other than Support Year 1. However, If you enter any information in the Non Federal Resources fields, then the total of the fields must equal the Non-Federal Budget in Section A (Budget Summary).**

1. ***You must first update*** Section B - Budget Categories for the first Support Year. (You must also do this for ***each additional*** Support Year):

   a. Click Update at the bottom of Section B.
   ►The **Update Budget Categories Form** (Figure 25) will be displayed for the currently set Support Year.

Figure 25: Update Budget Categories Form



   b. You ***MUST*** enter information in the Budget Object Class Categories, so that the total of all the categories equals the amount in the Total Budget specified in Budget Summary.

   c. Click Save and Continue.
   ►You will be returned to the **Budget Details Form** for the currently set Support Year (Figure 24)

   The Budget Categories information will reflect your changes.

2. You can perform the following additional functions on this screen:

Options:

- ❖ Display the Budget Details for a different Support Year (below)
- ❖ Copy the information from the previous Support Year (on page 30)
- ❖ Update Section A - Budget Summary (on page 30)
- ❖ Update Section C - Non Federal Resources (on page 31)

❖ To display the Budget Details for a different Support Year (if it exists), you can:

- Click Save and Continue at the bottom of the **Budget Details Form** (Figure 24) for the Support Year on which you are working, to progress to the next Support Year (assuming that the information on the form adheres to the rules listed above (on page 28)).

- Select the Support Year from the dropdown near the top right of the **Budget Details Form** and click Go.

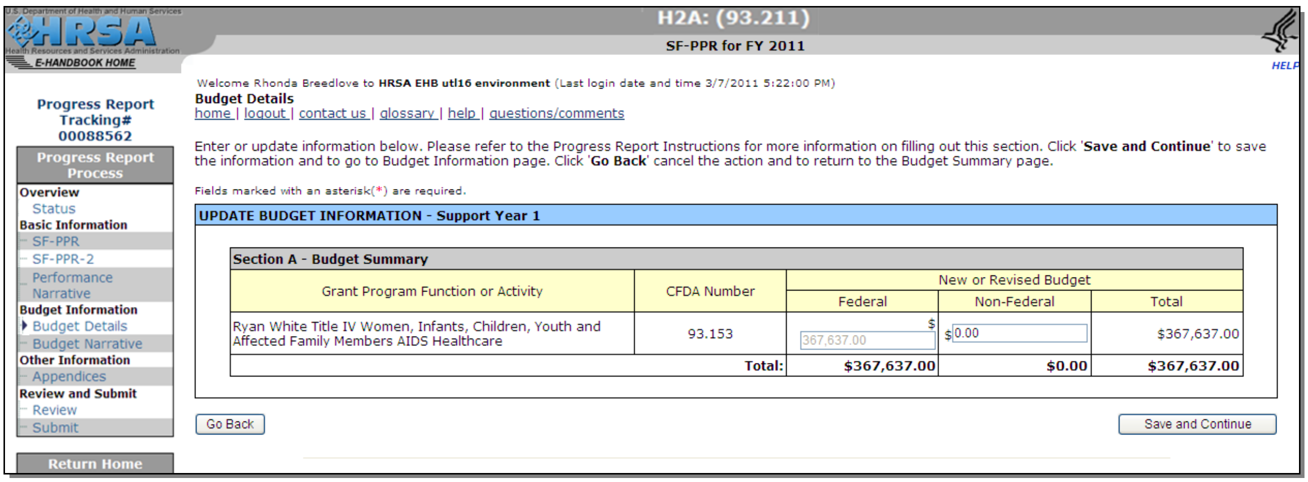
❖ To copy the information from the previous Support Year:

- Click Copy from Previous Year, located near the top right of the **Budget Details Form** **(**This button will not be displayed for Support Year 1.)

❖ To update Section A - Budget Summary:

a. Click Update at the bottom of Section A on the **Budget Details Form** (Figure 24).
►The **Update Budget Summary Form** (Figure 26) will be displayed for the currently set Support Year.

Figure 26: Update Budget Summary Form



b. Update the Federal and/or the Non Federal information, as allowed.

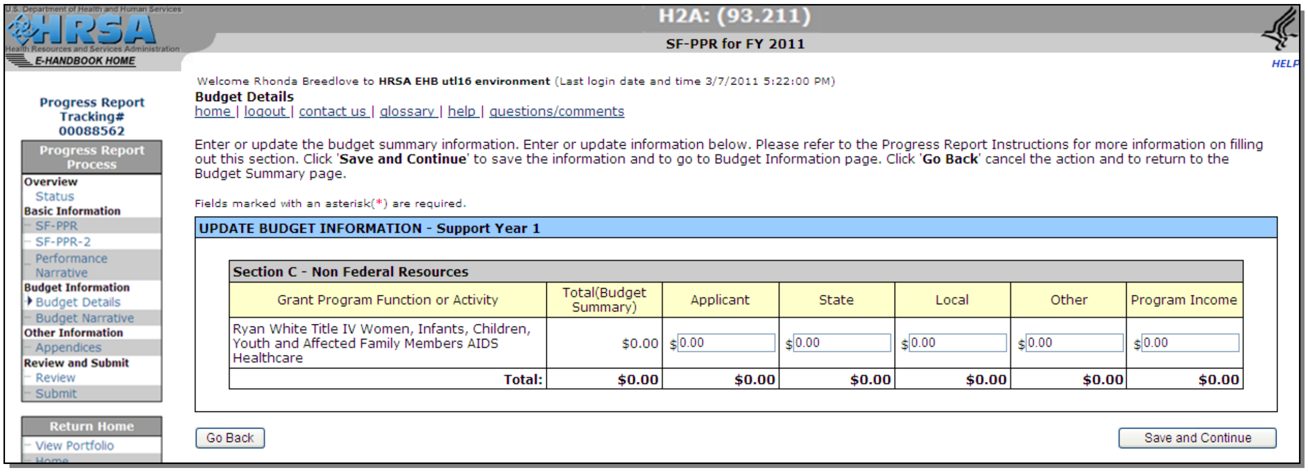
c. Click Save and Continue.
►You will be returned to the **Budget Details Form** for the currently set Support Year (Figure 24)

The Budget Summary information will reflect your changes.

❖ To update Section C - Non Federal Resources:

a. Click Update at the bottom of Section C on the **Budget Details Form** (Figure 24).
►The **Update Non Federal Resources Form** (Figure 27) will be displayed for the currently set Support Year.

Figure 27: Update Non Federal Resources Form



b. Update the Non Federal fields, as appropriate.

> **NOTE: You do not have to update any of these fields. However, if you update the Non Federal Resources fields, the total of the Non Federal Resources fields, must equal the amount in the Total Budget Summary column.**

c. Click Save and Continue.
►You will be returned to the **Budget Details Form** for the currently set Support Year (Figure 24)

The Non Federal Resources information will reflect your changes.

3. When you are finished updating **Budget Details Form** for the currently set Support Year, click Save and Continue to save your work and proceed to the next form.

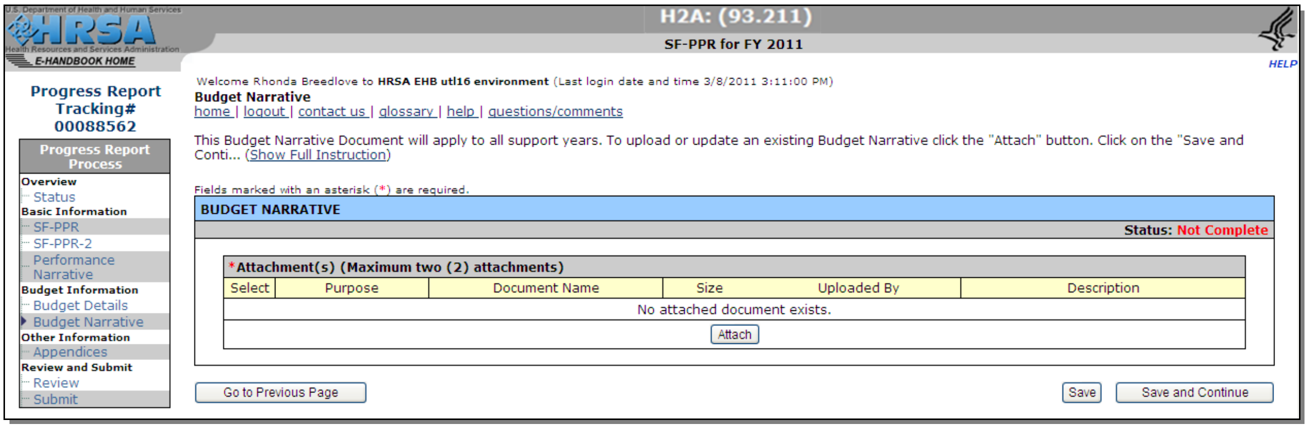
You will be brought to **Budget Details Form** for the next Support Year if there is another future Support Year. Otherwise the **Budget Narrative Form** will be displayed.

3.2.4.2 Budget Information: Budget Narrative

The **Budget Narrative Form** allows a user to upload up to two (2) attachments that provide a budget narrative/justification.

Click Budget Narrative on the Progress Report left side menu to access the **Budget Narrative Form** (Figure 28), if it is not already displayed.

Figure 28: Budget Narrative Form



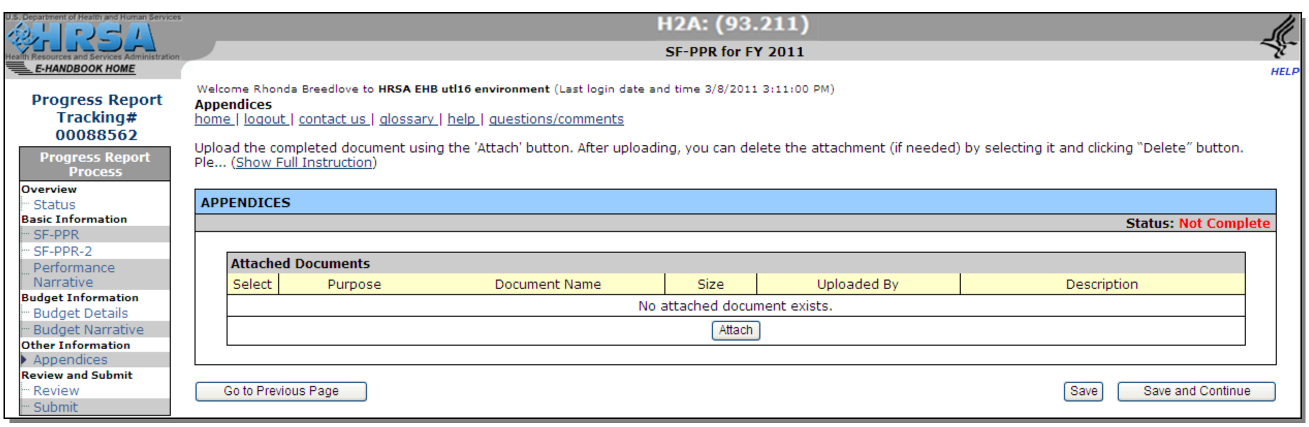
1. To attach a budget narrative document, click Attach and follow the usual attachment procedures.
2. When you are finished attaching the document(s), click Save and Continue to save your work and proceed to the next form.

3.2.5 Appendices

The Appendices section allows you to attach standard attachments required for your grant program when submitting a progress report.

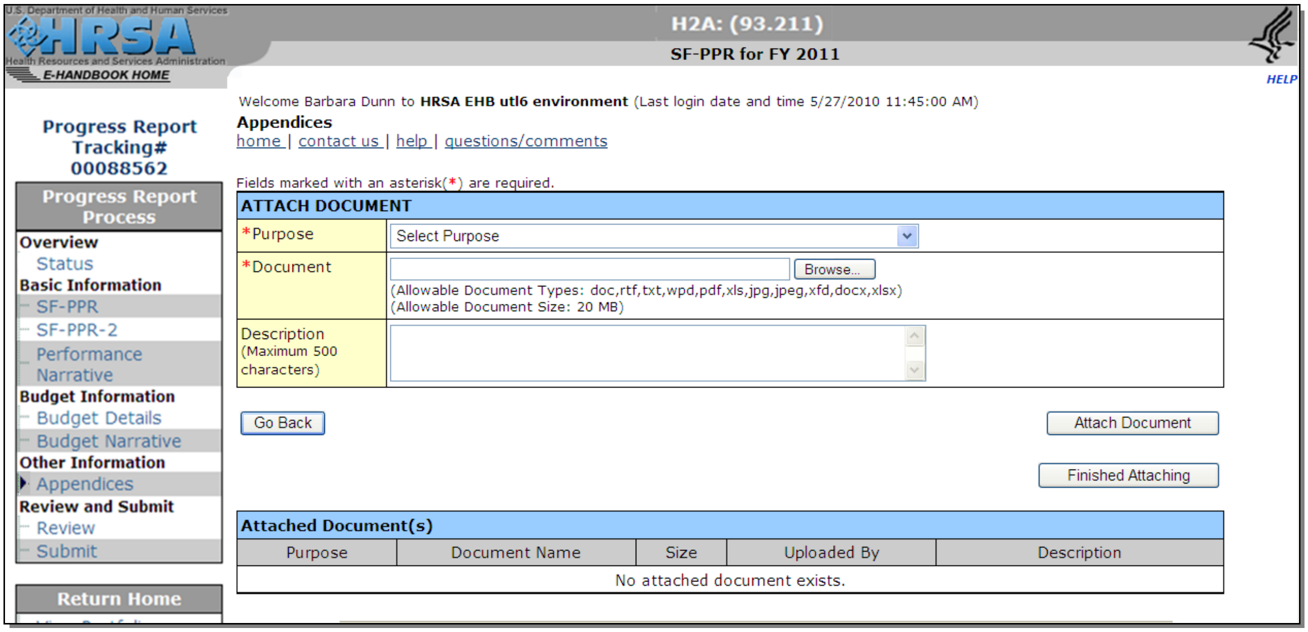
Click the Appendices link on the Progress Report's side menu (Figure 12) to access the **Appendices Form** (Figure 29), if it is not already displayed.

Figure 29: Appendices Form



1. Click Attach.
   ► The **Attach Document (for Appendices) Page** (Figure 30) will be displayed.

Figure 30: Attach Document (for Appendices) Page

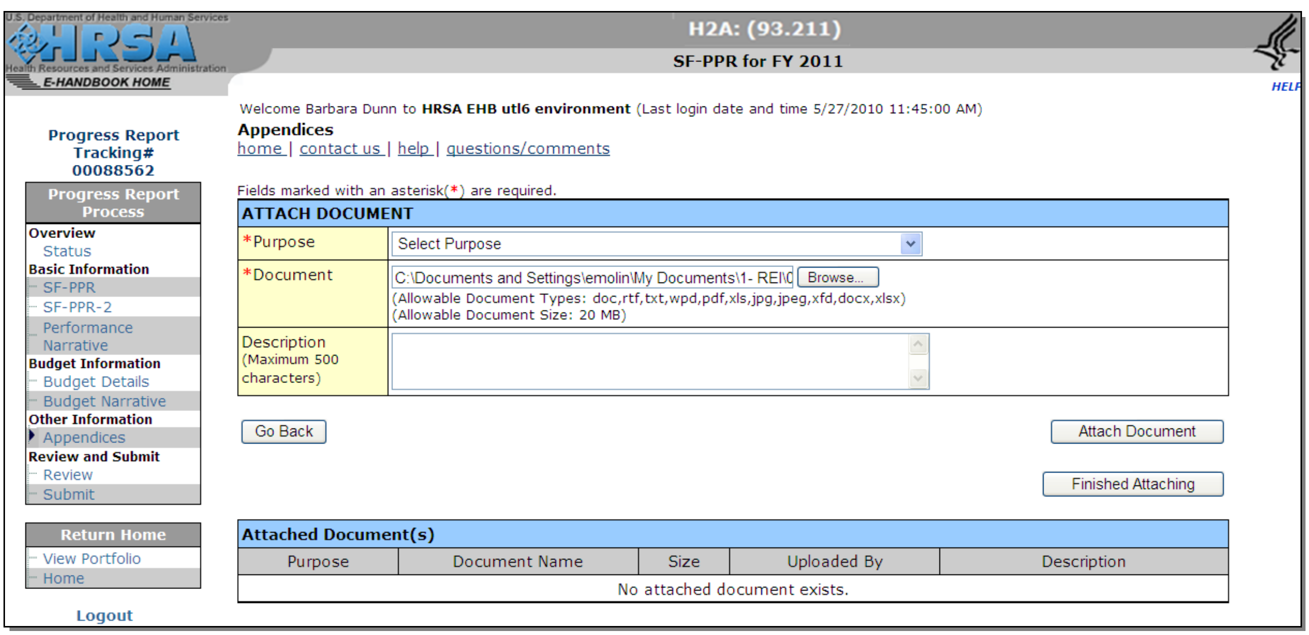


2. Select the purpose of the attachment from the *Purpose* drop-down.

> **Only one attachment is allowed per purpose. Once you select a purpose, you cannot attach another document and select the same purpose.**

3. Click Browse . . . and follow the standard Windows browse procedure to select the document to be attached in the Document box.

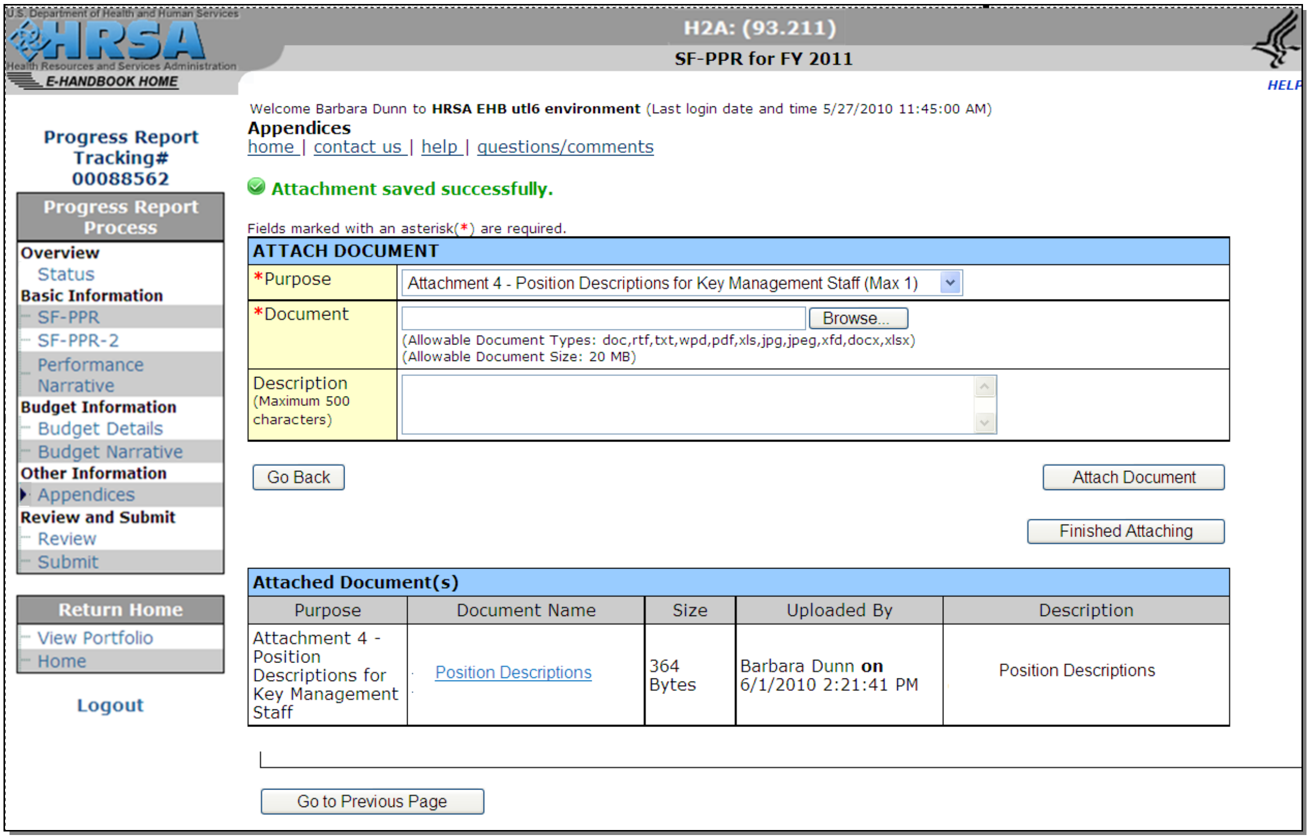
Figure 31: Attach Document (for Appendices) Page (Showing Document *to be* Attached)



4. Enter a description of the document you are attaching.

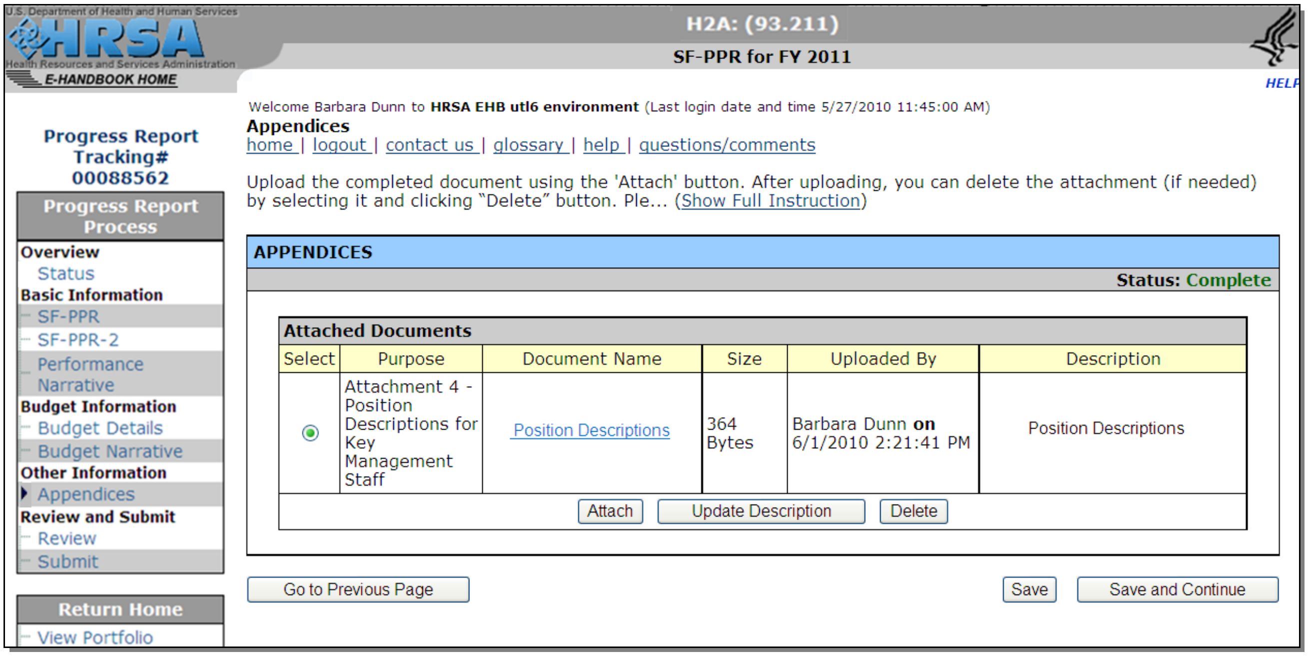
5. Click Attach Document to attach the document.
►The **Attach Document (for Appendices) Page** will be re-displayed (Figure 32), listing the Document you attached under the heading *Attached Documents*.

Figure 32: Attach Document (for Appendices) Page (Listing Attached Document)



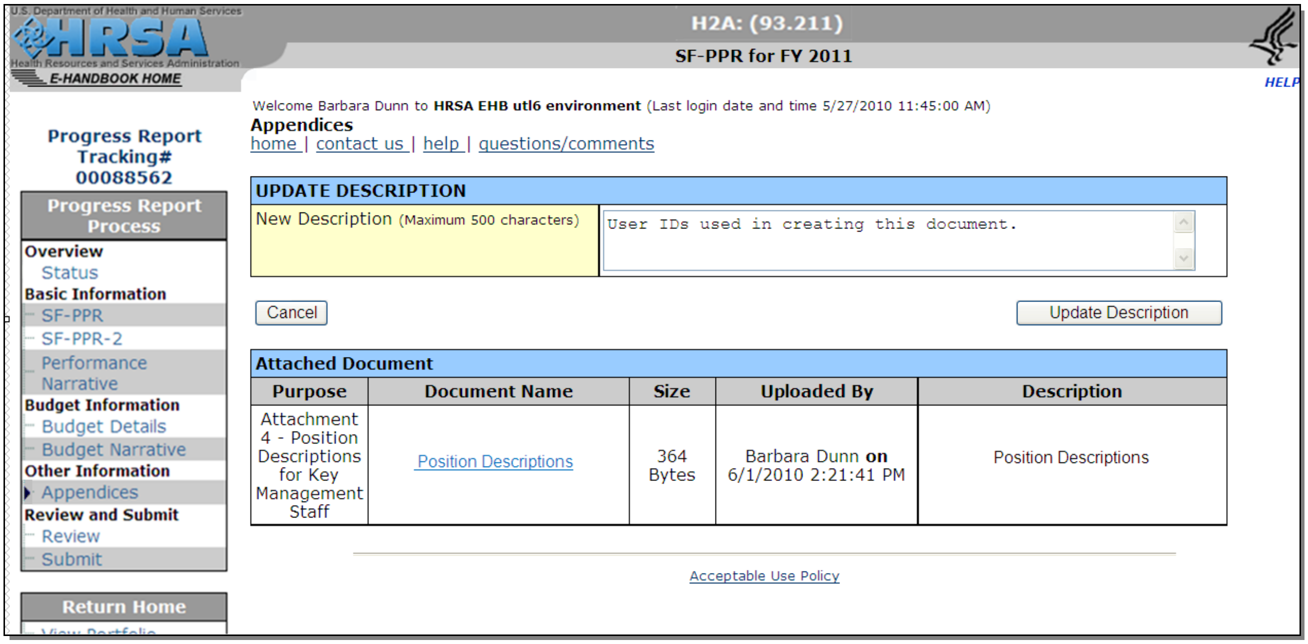
6. Repeat steps 2 through 5 to attach any other appendix documents.
7. When you have completed attaching all the appendix documents, click Finished Attaching.
►The **Appendices Form** will be re-displayed (Figure 33), listing the appendix documents you just attached.

Figure 33: Appendices Form (with Appendix Documents Listed)



8. At this point, you can:
   - Click the hyperlinked name of a listed document to view it.
   - Click Attach to attach additional appendix documents, by following steps 1 through 7 (above).
   - Select a document and click Update Description to change the document's description via the **Update Description Page** (Figure 34). (After you update the description, you must click Update Description on this page to complete the process.
   - Select a document and click Delete to delete the selected attachment.
9. When you are finished attaching your Appendix documents, click Save and Continue to save the information and proceed to the **Review Page for Entire Progress Report** (Figure 36).

Figure 34: Update Description Page



3.3. Program Specific Information

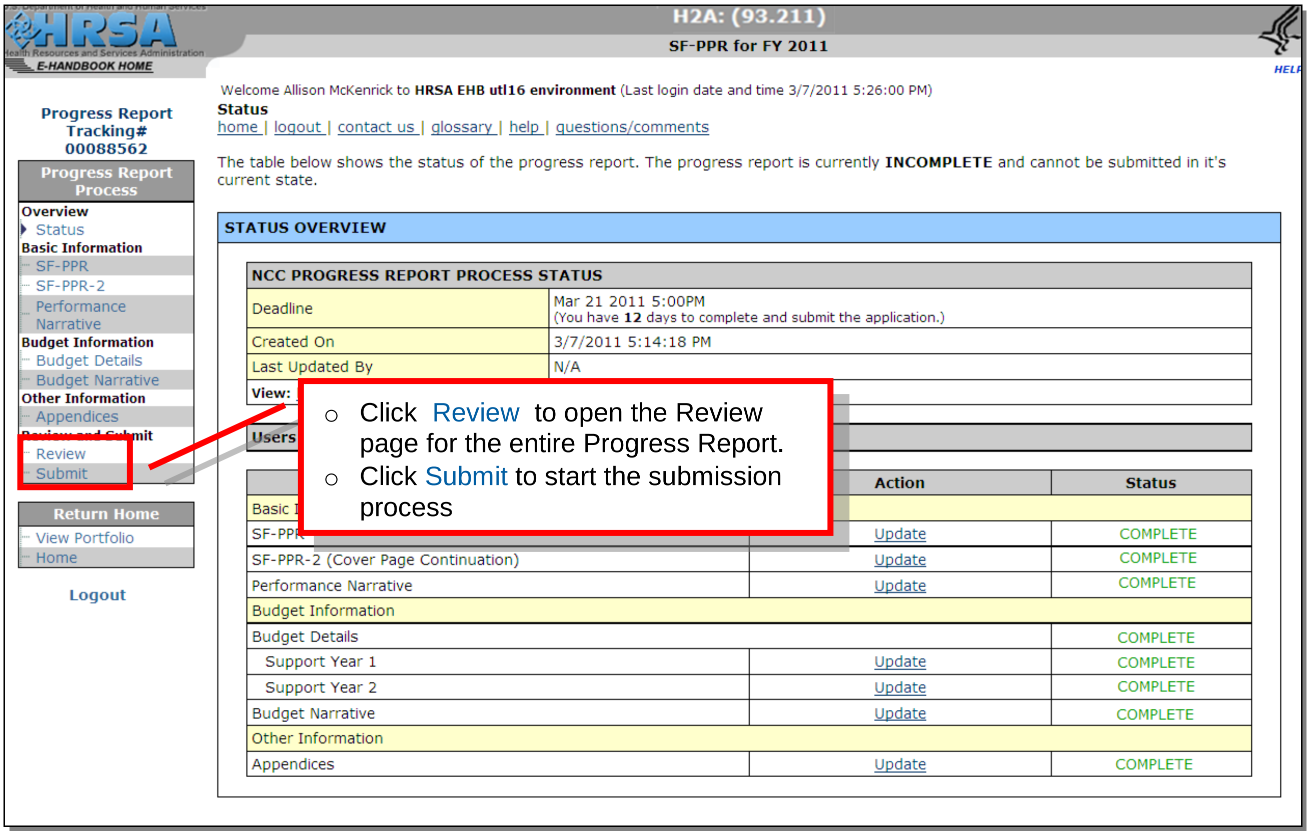
Depending on the type of grant program, your Progress Report may not contain a Program Specific Information section.

If your program's Progress Report contains a Program Specific Information section, click the Program Specific Information link in the left menu and then follow the instructions on the screens to complete this section.

3.4. Review the Progress Report

The **Status Overview Page for the Entire Progress Report** (Figure 35) shows the completion status of each Progress Report form. All forms must be complete before you can submit your Progress Report.

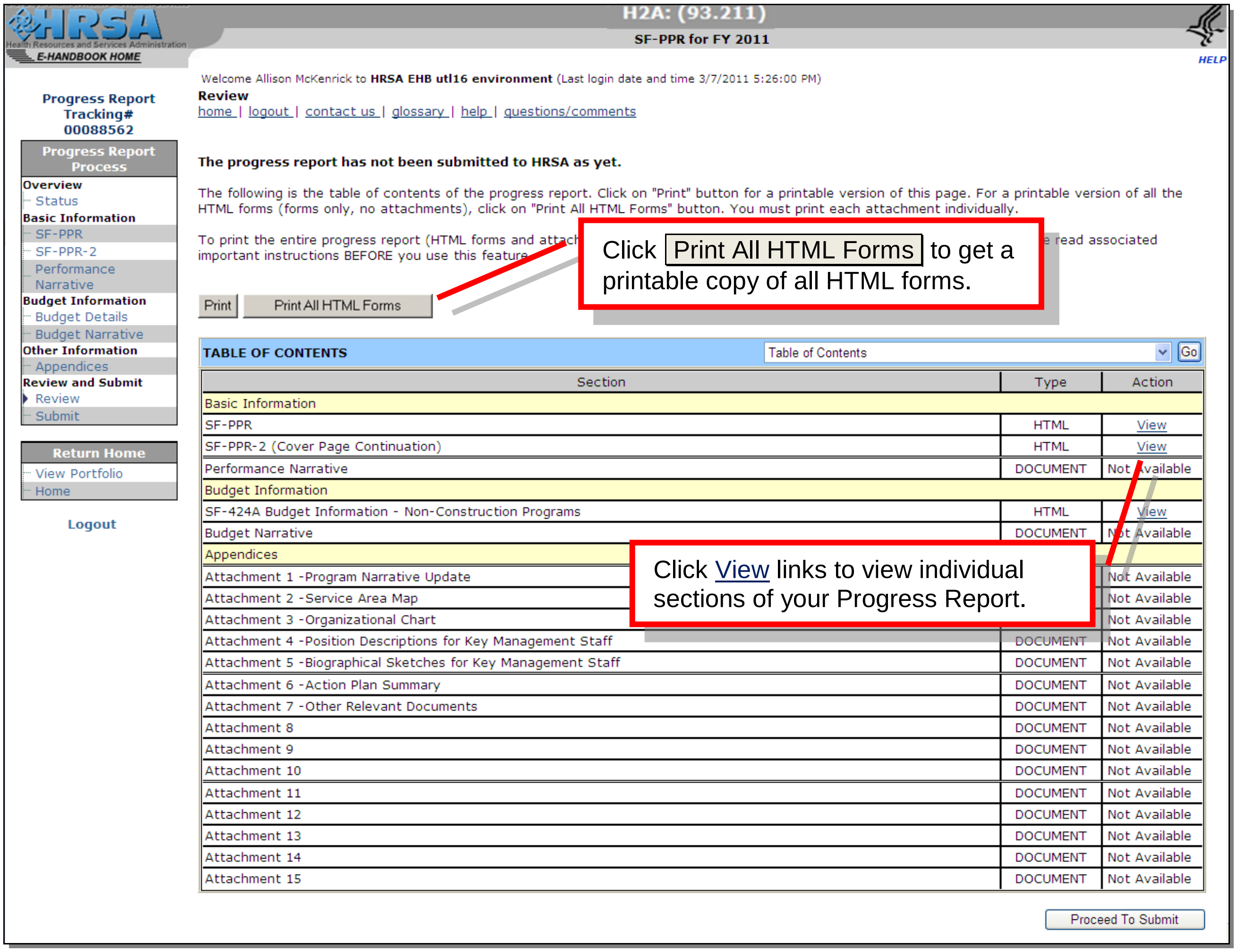
Figure 35: SAMPLE Status Overview Page for the Entire Progress Report



This status screen may appear differently, depending on your program.

- To view or print any Progress Report form, click Review in the **Review and Submit** section on the side menu (Figure 35).
  - ► The **Review Page for Entire Progress Report** will open in a Table of Content format (Figure 36).

Figure 36: SAMPLE Review Page for Entire Progress Report


HRSA Health Resources and Services Administration
E-HANDBOOK HOME

H2A: (93.211)
SF-PPR for FY 2011
HELP

Progress Report Tracking# 00088562

Progress Report Process
Overview
Status
Basic Information
SF-PPR
SF-PPR-2
Performance Narrative
Budget Information
Budget Details
Budget Narrative
Other Information
Appendices
Review and Submit
Review
Submit

Return Home
View Portfolio
Home

Logout

Welcome Allison McKenrick to **HRSA EHB utl16 environment** (Last login date and time 3/7/2011 5:26:00 PM)

Review

home | logout | contact us | glossary | help | questions/comments

The progress report has not been submitted to HRSA as yet.

The following is the table of contents of the progress report. Click on "Print" button for a printable version of this page. For a printable version of all the HTML forms (forms only, no attachments), click on "Print All HTML Forms" button. You must print each attachment individually.

To print the entire progress report (HTML forms and attach... ...e read associated important instructions BEFORE you use this feature.

Print | Print All HTML Forms

Click Print All HTML Forms to get a printable copy of all HTML forms.

TABLE OF CONTENTS | Table of Contents | Go

Section	Type	Action
Basic Information		
SF-PPR	HTML	View
SF-PPR-2 (Cover Page Continuation)	HTML	View
Performance Narrative	DOCUMENT	Not Available
Budget Information		
SF-424A Budget Information - Non-Construction Programs	HTML	View
Budget Narrative	DOCUMENT	Not Available
Appendices		
Attachment 1 -Program Narrative Update		Not Available
Attachment 2 -Service Area Map		Not Available
Attachment 3 -Organizational Chart		Not Available
Attachment 4 -Position Descriptions for Key Management Staff	DOCUMENT	Not Available
Attachment 5 -Biographical Sketches for Key Management Staff	DOCUMENT	Not Available
Attachment 6 -Action Plan Summary	DOCUMENT	Not Available
Attachment 7 -Other Relevant Documents	DOCUMENT	Not Available
Attachment 8	DOCUMENT	Not Available
Attachment 9	DOCUMENT	Not Available
Attachment 10	DOCUMENT	Not Available
Attachment 11	DOCUMENT	Not Available
Attachment 12	DOCUMENT	Not Available
Attachment 13	DOCUMENT	Not Available
Attachment 14	DOCUMENT	Not Available
Attachment 15	DOCUMENT	Not Available

Click View links to view individual sections of your Progress Report.

Proceed To Submit

❖ The Table of Contents lists all sections in the Progress Report.

- Use the View links in the Action column to view any section.
- Click Print to get a printable version of the Table of Contents.
- Click Print All HTML Forms to print all forms that are HTML i.e. which were not filled using attachments. Attachments can be printed by clicking on individual View link for DOCUMENT (attachment) type forms and then printing the document.
- Click Proceed to Submit to go to the **Submit Page** (Figure 37) to initiate the Submit Progress Report process starting with step 2.

3.5. Submit Progress Report

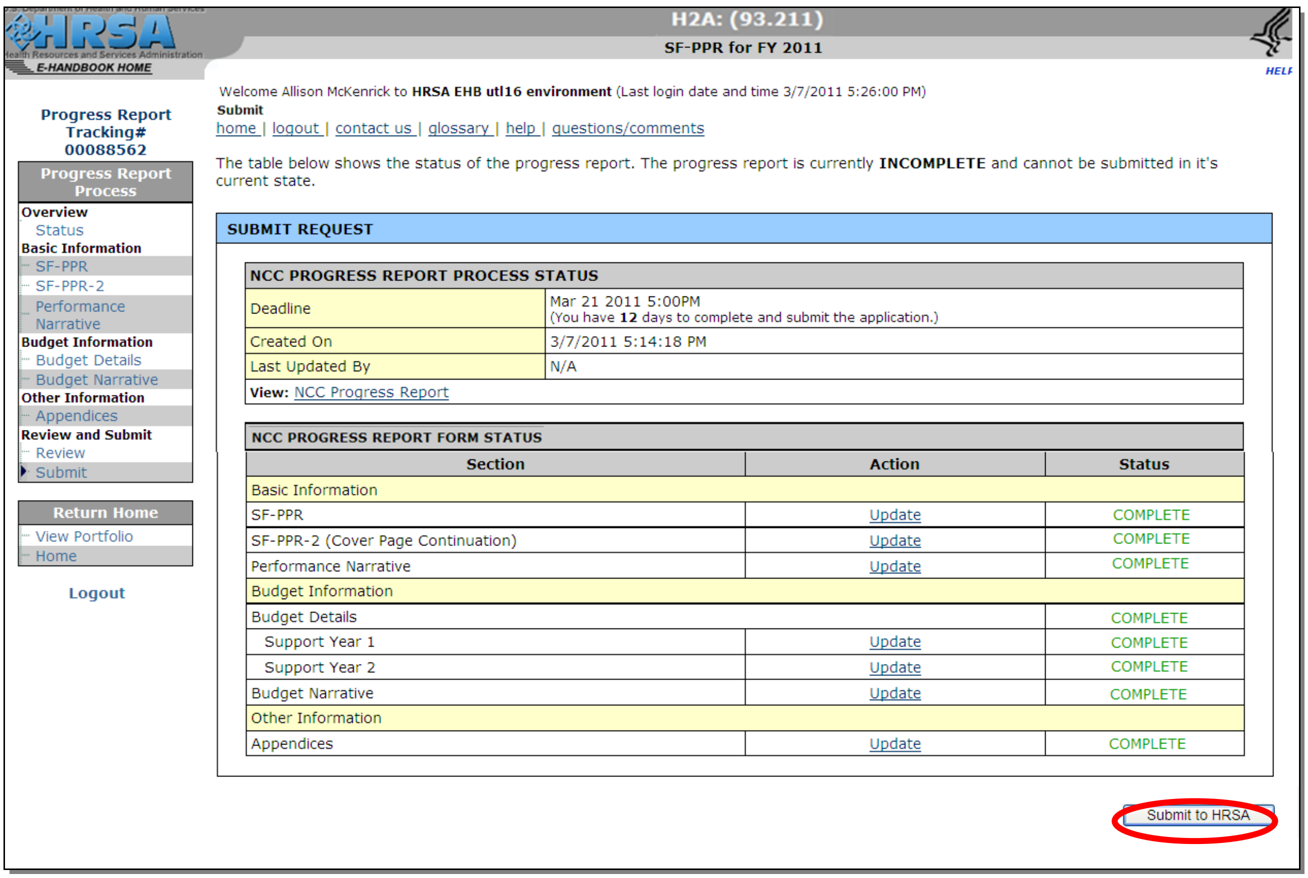
Once all forms are complete, the Progress Report can be submitted to HRSA.

To submit the Progress Report, you must have the 'Submit' privilege.

1. Click Submit under **Review and Submit** on the Progress Report's side menu (Figure 12), to access the **Submit Page** (Figure 37) if it is not already displayed.

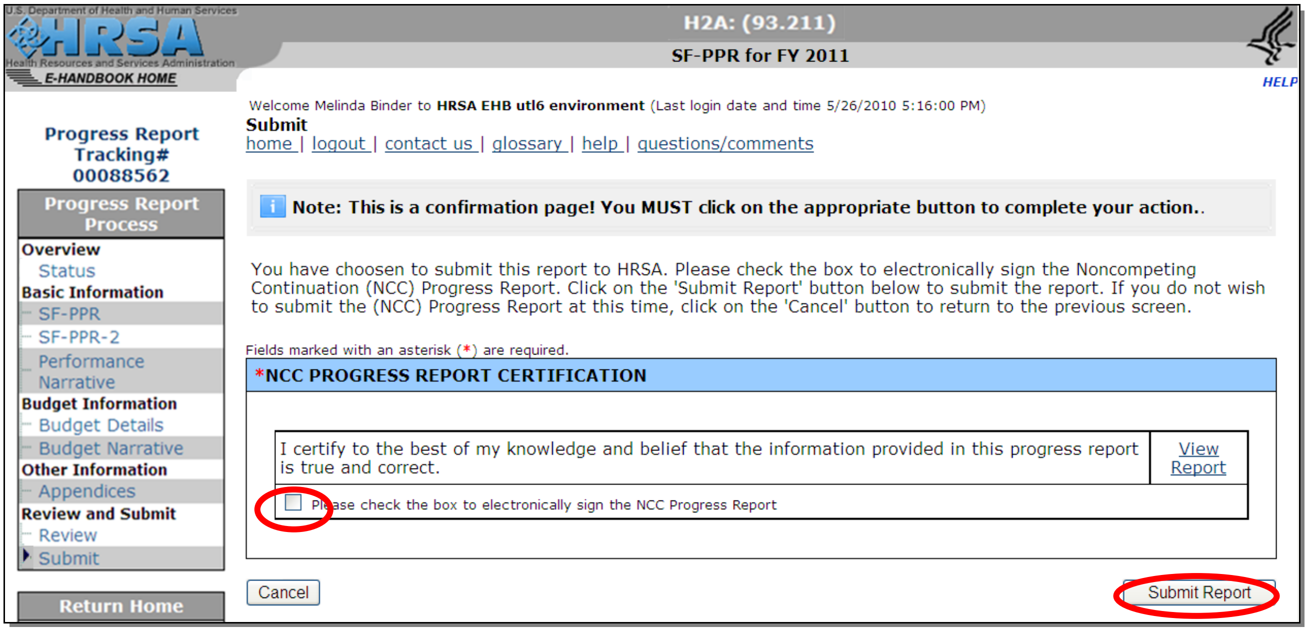
   If all the forms are marked COMPLETE, the **Submit Page** will have a Submit to HRSA button on the bottom of the screen.

Figure 37: SAMPLE Submit Page



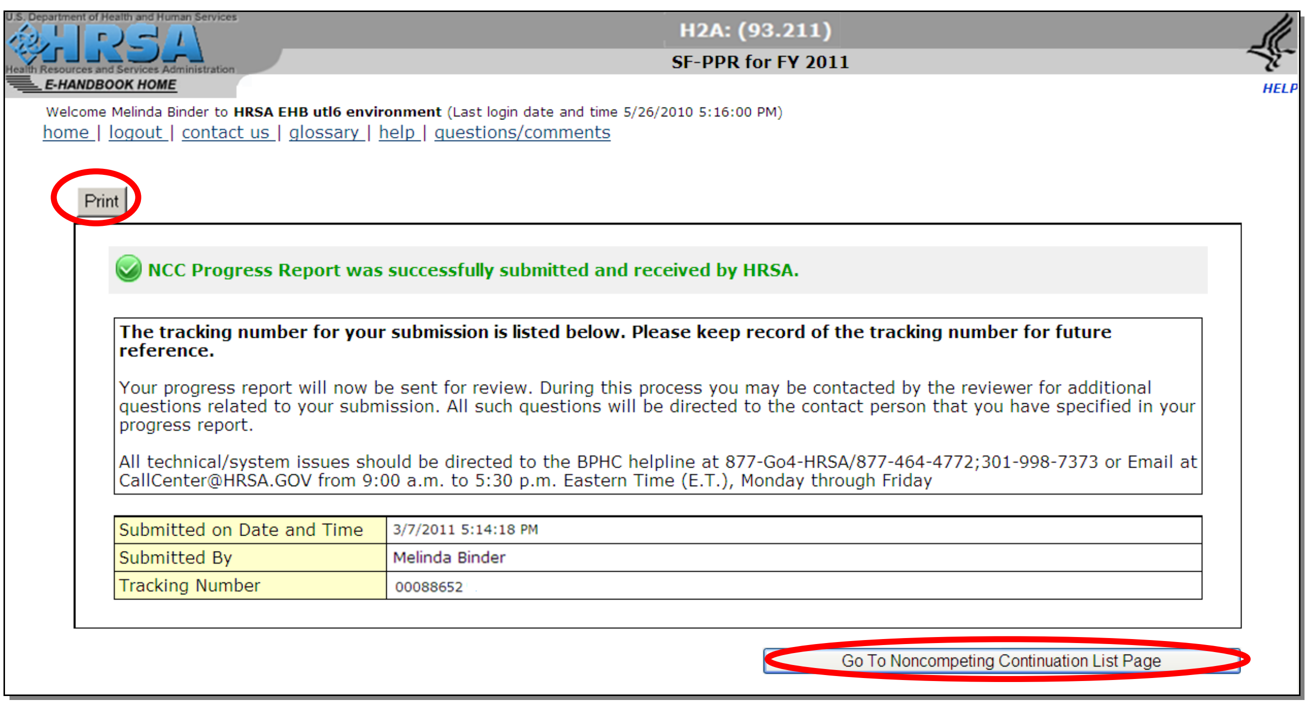
2. Click the Submit to HRSA button.
   ►The **Submit – NCC Progress Report Certification Page** (Figure 38) will be displayed.

Figure 38: SAMPLE Submit – NCC Progress Report Certification Page



3. Check the box to electronically sign the Progress Report.
4. Click the Submit Report button to submit your Progress Report to HRSA.
   ►The **NCC Progress Report Confirmation Page** (Figure 39) will be displayed.

Figure 39: NCC Progress Report Confirmation Page



5. Take note of the Tracking number
   - You may optionally print the confirmation page by clicking the Print button.

6. Click the Go to Noncompeting Continuation List Page to go to the **Noncompeting Continuations Page** (Figure 6) to view additional grants for which you can begin or edit other Progress Reports.

3.6. Submitting Revised Progress Report

3.6.1 Edit and Submit Change-Requested Progress Reports

Sometimes, after you submit a Progress Report, a HRSA reviewer may request that you revise the contents provided in the Progress Report.

If your Progress Report is *Change-Requested,* you will receive a *Change-Request Email*, similar to the one displayed below asking you to make specific revisions in the report:

Figure 40: Sample Change-Request Email

From: reitester1@hotmail.com [mailto:reitester1@hotmail.com]
Sent: Tuesday, June 15, 2011 1:23 PM
To: Vaibhavi Patel
Subject: Noncompeting Continuation for Grant # H2AIT16616 - Change Requested by HRSA

A Change Request for Noncompeting Continuation has been requested by HRSA. Following are the details:

Grant Number : H2AIT16616
Grantee Name: UNIVERSITY OF ARKANSAS FOR MEDICAL SERVICES

Tracking Number: 88652
Budget Period: 12/1/2010-11/30/2011

Submitted on: 3/7/2011

Following Comments were added by the HRSA Reviewer for your information:
Please change the budget summary.

This deliverable can be accessed in the EHBs by clicking the following link:
https://hrsautl5.reisys.com/webExternal/PostAward/deliverables.asp?deliverableTypeCode=3&DeliverableScheduleStatus=1, 2, 4

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Hand Book. If you have any questions, please contact your project officer (PO).

For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

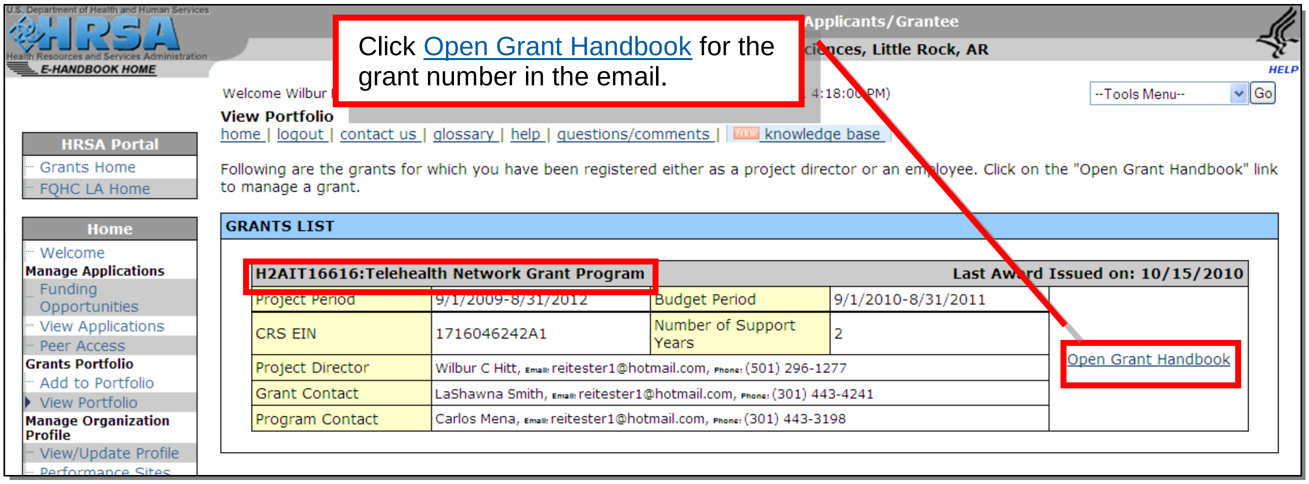
NOTE: This is a system generated message. Please do not respond to this message.
The mail was generated in the Development environment

After you receive the email you will need to edit and re-submit the Progress Report noted in the email message.

1. On the '**HRSA EHB Home (Welcome)' Page**, click the View Portfolio link under the **Grants Portfolio** heading on the left side menu.

2. The **View Portfolio Page** (Figure 41) will be displayed.

Figure 41: View Portfolio Page



3. Click the Open Grant Handbook link for the grant number that was noted in the *Change-Request Email*.
4. The '**Welcome Page' for the Grant Handbook** (Figure 5) corresponding to the link you clicked will be displayed.

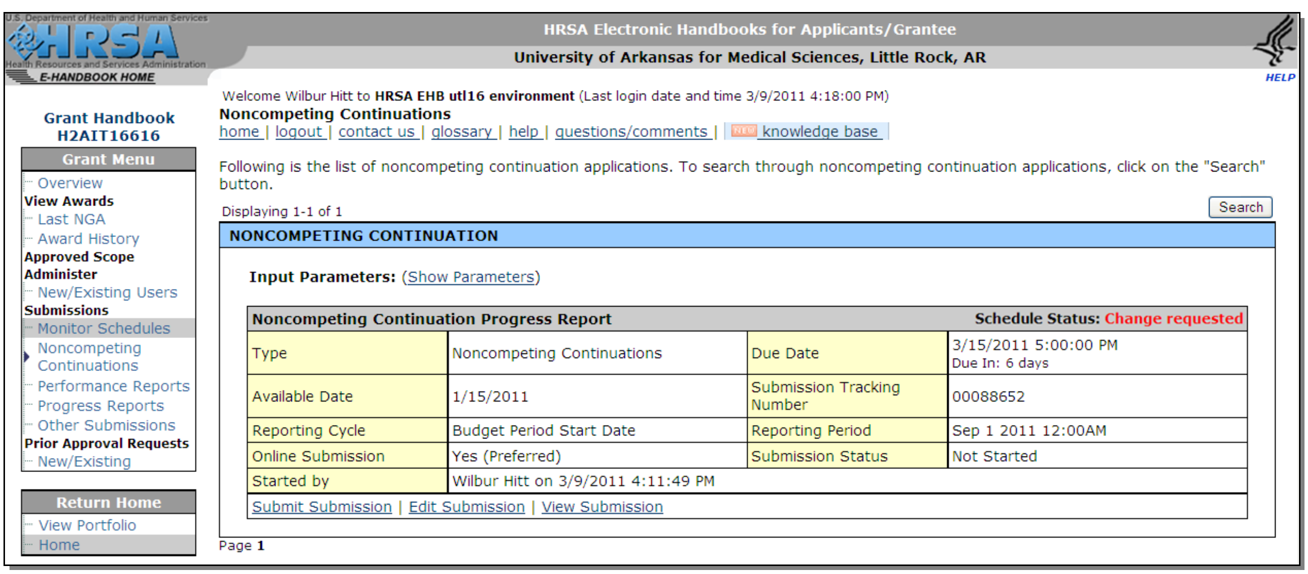
   Note that the screen contains a different left side menu than it did before.

Depending on your program, your 'Welcome Page' for the Grant Handbook may appear differently, and may not contain all the left side menu items listed in this figure.

5. Click the Noncompeting Continuations link under the **Submissions** heading on the left side menu.
6. The **Noncompeting Continuations Page** (Figure 42) will be displayed.

   Note that the *Schedule Status* for the *Change-Requested* Progress Report states **Change requested** at the top of its Progress Report information table.

Figure 42: Noncompeting Continuations Page



Once you click the Edit Submission link, and you return to this page, the *Schedule Status* will change to *In Progress*.

7. Click the Edit Submission link for the Progress report that corresponds to the tracking number noted in the *Change-Request Email*.
8. The **Status Page (for Progress Report)** will be displayed.

Note that the screen contains a different left side menu than it did before. Use this left menu to navigate through the progress report.

Depending on your program, you may see one of the types of **Status Page (for Progress Report)** screens listed below (Figure 7, Figure 8, Figure 9, Figure 10).

9. Click the Update link for the section you need to revise, as per the HRSA reviewer's comments in the Change Request Email (Figure 40).
►The corresponding page will be displayed.

Refer to section 3.2 Standard Forms (SF-PPR) (on page 16) for details on entering the information.

10. If your *program's Progress Report contains Program Specific Information.* click the Update link next to Program Specific Information, to enter or revise any of the program specific forms,
►The **Status Page (for Program Specific Information)** will be displayed (not shown).

Depending on the type of grant program, there may NOT be a section for Program Specific Information. In this case, instead of completing the Program Specific Information, a Performance Narrative will need to be uploaded as part of the progress report.

11. Submit the revised Progress Report.

Refer to section 3.5 Submit Progress Report (on page 40) for the details of re-submitting the Progress Report.

3.6.2 Cancelled (Overridden) Change Requests

Sometimes a HRSA reviewer may review a Progress Report and decide to cancel (i.e., 'override') a Change Request. This can occur after you have resubmitted a change-requested Progress Report, or if you have not yet responded to a previous change-request in a timely manner.

Overriding Change Request action from HRSA reviewer will result in the grantee not being able to make revisions in the progress report. Further, the last submitted progress report will be considered for review by HRSA.

If your Progress Report is *Change-Requested (Overridden),* you will receive a *Change-Request Cancellation Email*, similar to the one displayed below:

Figure 43: Sample Change-Request Cancellation Email

From: reitester1@hotmail.com [mailto:reitester1@hotmail.com]
Sent: Tuesday, June 15, 2011 12:29 PM
To: Vaibhavi Patel
Subject: Noncompeting Continuation for Grant # H2AIT16616 - Change Requested by HRSA

A Change Request for Noncompeting Continuation has been cancelled by HRSA. You will no longer be able to update this request. Following are the details:

Grant Number H2AIT16616
Grantee Name: UNIVERSITY OF ARKANSAS FOR MEDICAL SERVICES

Tracking Number 88652
Budget Period: 12/1/2010-11/30/2011

Submitted on: 3/7/2011

Following Comments were added by the HRSA Reviewer for your information:

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Hand Book. If you have any questions, please contact your Project Officer (PO).

For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

NOTE: This is a system generated message. Please do not respond to this message.

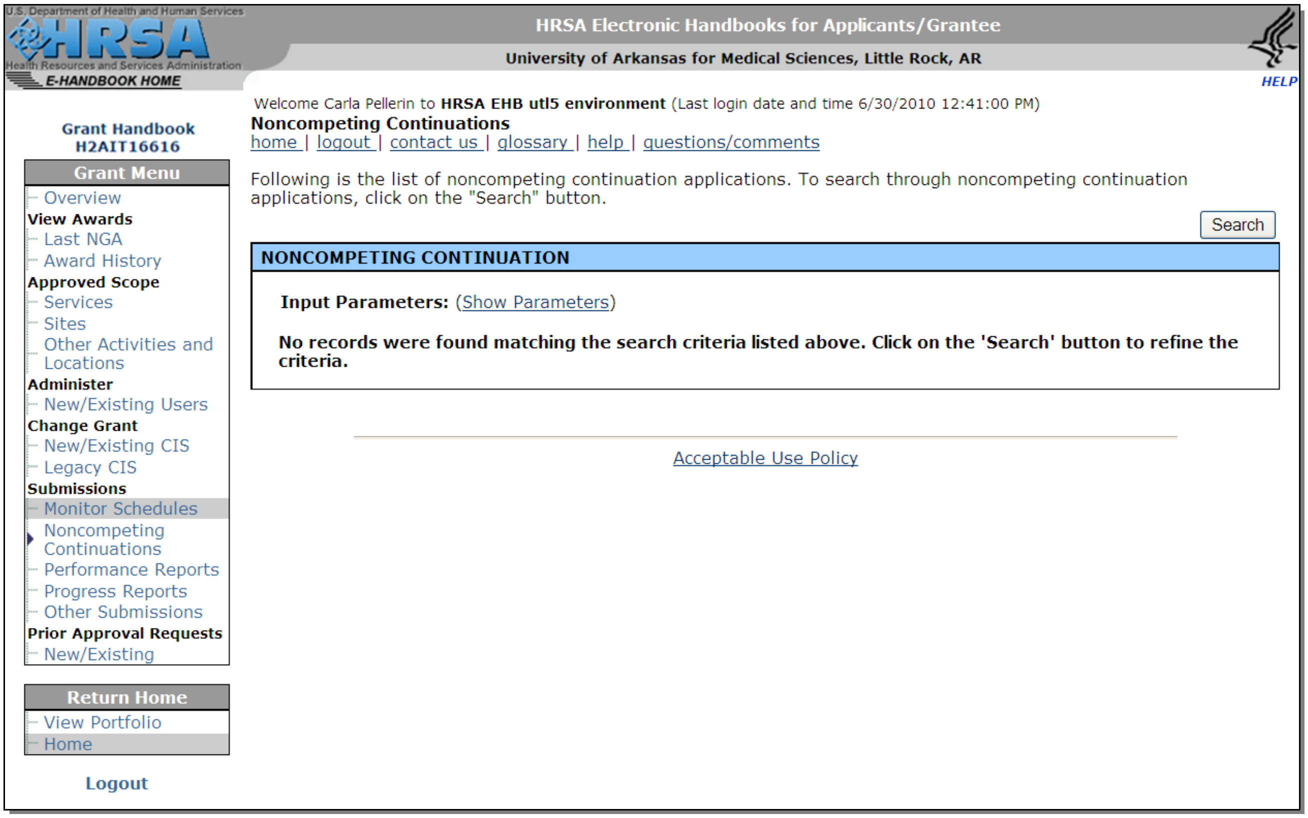
The mail was generated in the Development environment The mail was generated in the Development environment

After you receive this email, you will not be able to make revisions in the Progress Report. You will still be able to view the Progress Report. Since the Progress Report is in a submitted status you will have to first search for it before you can view it.

1. Follow steps 1 – 5 in section **3.6.1 Edit and Submit Change-Requested Progress Reports** (on page 42).
2. The **Noncompeting Continuations Page** (Figure 44) will be displayed.

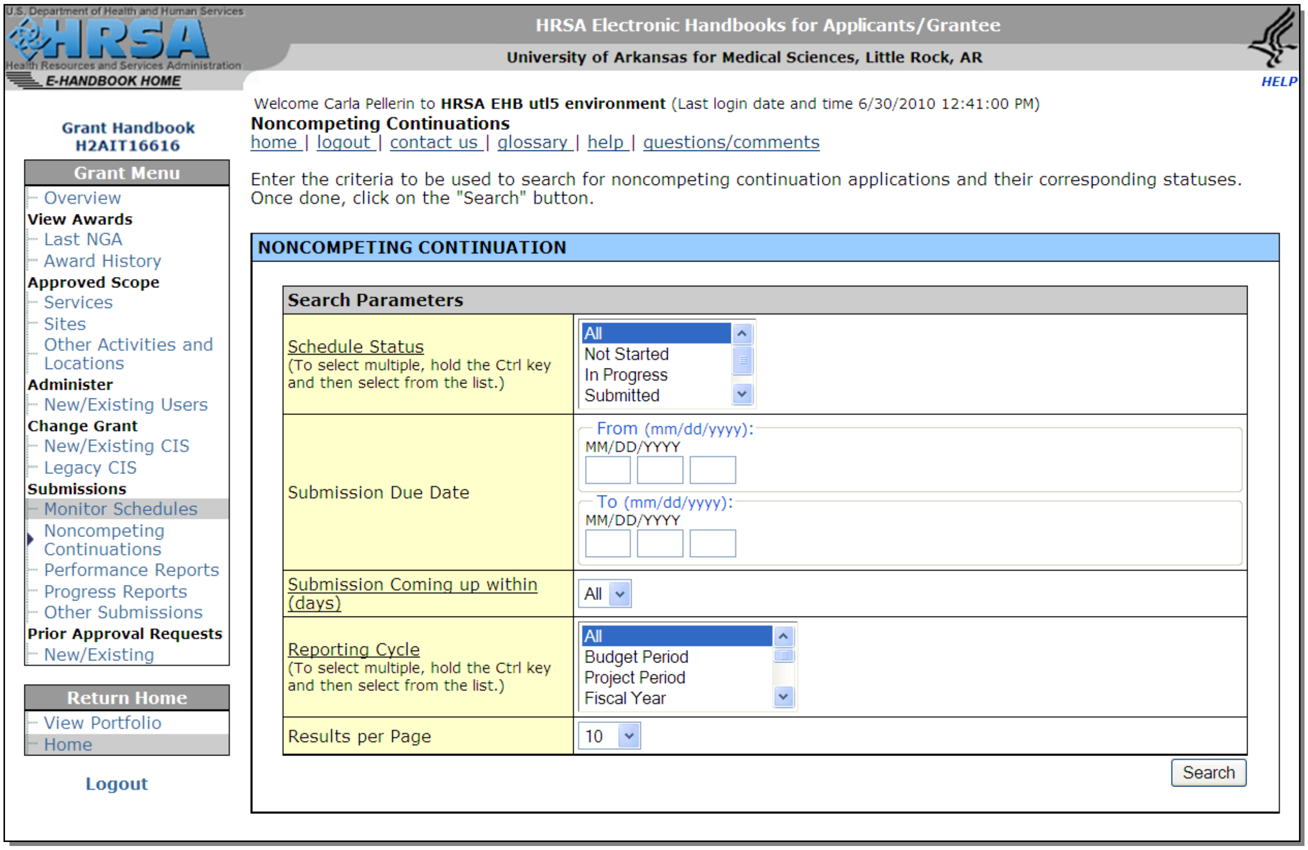
   The page will probably state that “there are no records matching the search criteria listed above”

Figure 44: Noncompeting Continuations Page



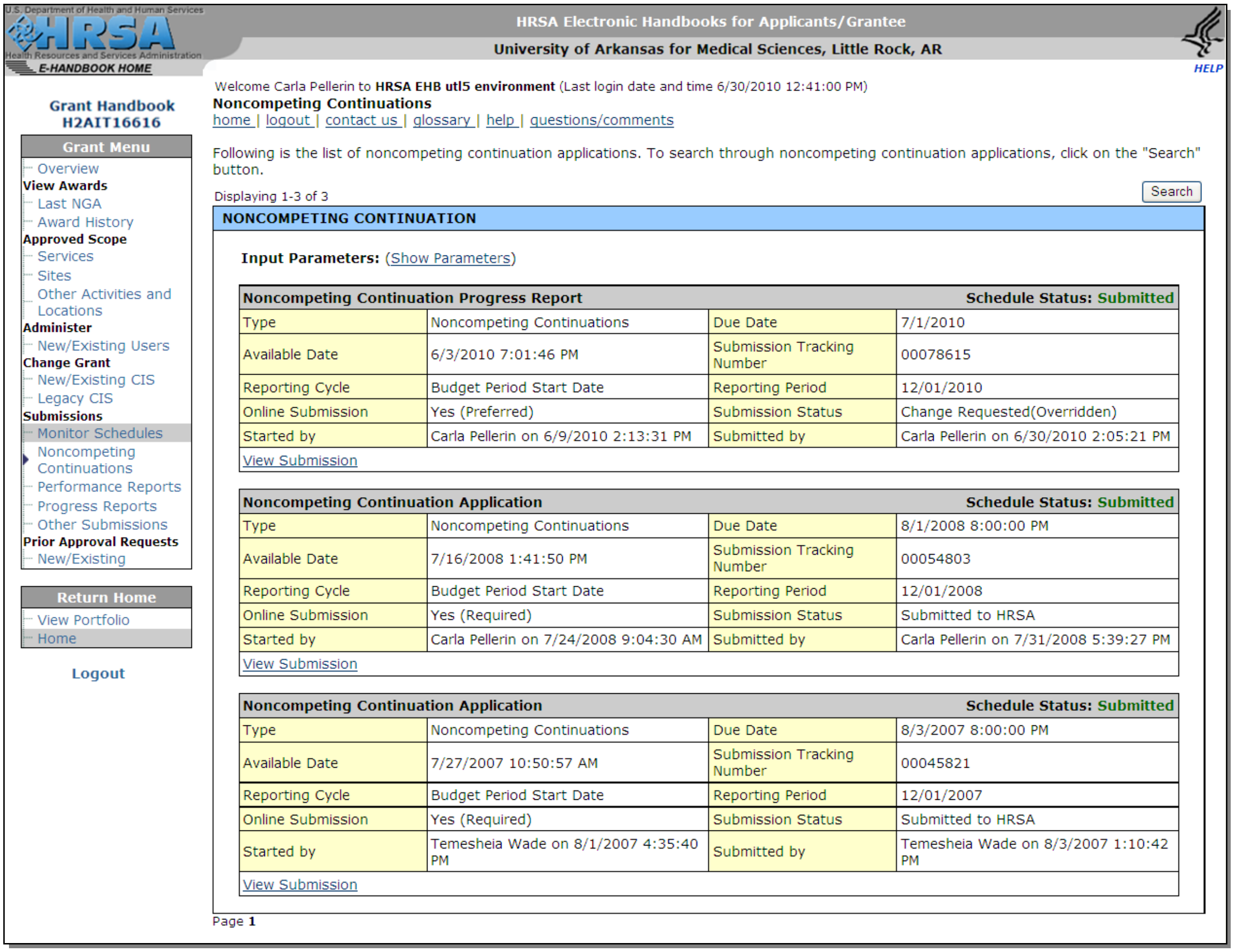
3. Click the Search button.
4. The **Search Parameters Page** (Figure 45) will be displayed.

Figure 45: Search Parameters Page



5. Select *All* for **Schedule Status**, and click the Search button.
6. The **Noncompeting Continuations Page** (Figure 46) will be displayed, listing all your Progress Reports, including the submitted reports.

Figure 46: Noncompeting Continuations Page



7. Click the View Submission link for the Progress Report that corresponds to the tracking number noted in the *Change-Request Cancellation Email*.
8. The **Review Page for Entire Progress Report** will open in a Table of Content format (Figure 36).
9. You can now perform the following actions:
   - Use the View links in the Action column to view any section.
   - Click Print to get a printable version of the Table of Contents.
   - Click Print All HTML Forms to print all forms that are HTML i.e. which were not filled using attachments. Attachments can be printed by clicking on individual View link for DOCUMENT (attachment) type forms and then printing the document.
   - Click Proceed to Submit to go to the **Status Overview Page for the Entire Progress Report** (Figure 37) to initiate the Submit Progress Report process.

4. Customer Support Information

Use your Application Tracking Number for all correspondence.

4.1. BPHC Help Desk

For assistance with completing Standard and Program Specific forms within the application, please contact BPHC Help Desk:

- By email: BPHCHELPLINE@hrsa.gov

  OR

- By Phone: 1-877-974-BPHC (2742) (between 9:00 am to 5:30 pm ET)

DO NOT call the BPHC Help Desk for any questions on application Guidance or Programmatic questions that you might have when completing your application

4.2. HRSA Call Center

For assistance with registering in HRSA EHBs, or access/password related issues please call the HRSA Call Center:

- By Phone: 877-GO4-HRSA (877-464-4772) or 301-998-7373 (between 9:00 am to 5:30 pm ET)

  OR

- By Email: callcenter@hrsa.gov

Please visit HRSA EHBs for additional online help.

- Go to: https://grants.hrsa.gov/webexternal/home.asp
- Click on 'Help'

DO NOT call the Call Center for any questions on application Guidance or Programmatic questions that you might have when completing your application

4.3. HRSA Program Support

For any questions on application guidance or programmatic questions that you might have when completing your application, please contact the Program Point of Contact within Bureau of Primary Health Care (BPHC) Office of Policy and Program Development (OPPD) - as noted within the application guidance.

5. FAQs

5.1. Software

5.1.1 What are the software requirements for HRSA EHBs?

HRSA EHBs can be accessed over the Internet using Internet Explorer (IE) v5.0 and above and Netscape 4.72 and above. HRSA EHBs are 508 compliant.

IE 6.0 and above is the recommended browser.

HRSA EHBs use pop-up screens to allow users to view or work on multiple screens. Ensure that your browser settings allow for pop-ups.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

5.1.2 What are the system requirements for using HRSA EHBs on a Macintosh computer?

Mac users are requested to download the latest version of Netscape for their OS version. It is recommended that Safari v1.2.4 and above or Netscape v7.2 and above be used.

Note that Internet Explorer (IE) for Mac has known issues with SSL and Microsoft is no longer supporting IE for Mac. HRSA EHBs do not work on IE for Mac.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

5.1.3 What are the software requirements for GAAM?

Refer to the software requirements for HRSA EHBs. In addition, you will need Microsoft Word to complete GAAM unstructured forms.

5.1.4 What document types can I upload?

The following document types are supported in HRSA EHBs:

.DOC - Microsoft Word

.RTF - Rich Text Format

.TXT - Text

.WPD - Word Perfect Document

.PDF - Adobe Portable Document Format

.XLS - Microsoft Excel

HRSA EHBs currently do not support MS Office 2007 formats (.docx, .xlsx, etc).